

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-HQ-10-13117		a. NAME OF CONSIGNEE PAMELA M. FRANKLIN, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207J		b. STREET ADDRESS 1200 PENNSYLVANIA AVE, NW 6207J		c. CITY WASHINGTON	
		d. STATE DC		e. ZIP CODE 20460	
7. TO:		f. SHIP VIA			
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC		b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVENUE		d. CITY Lexington		e. STATE MA	
		f. ZIP CODE 02421			
9. ACCOUNTING AND APPROPRIATION DATA See Attached		10. REQUISITIONING OFFICE Same as Block 6			

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The Total Estimated Cost for Task Order 1 "Program Management" is \$10,000 for 192 labor hours. The period of performance is from the effective date through 30 September 2011.					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			
	21. MAIL INVOICE TO:					17(h). TOT. (Cont. pages)
	a. NAME U.S. Environmental Protection Agency					
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive					
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711			
	22. UNITED STATES OF AMERICA BY (Signature)					17(i). GRAND TOTAL
	23. NAME (Typed) MARGARET S. KLINE					
	TITLE: CONTRACTING/ORDERING OFFICER					

NSN 7540-01-152-8083
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213(e)

Program Management

Contract: EP-W-10-019, Task Order: 0001

Lead PR Number: PR-HQ-10-13117

Summary Information

Title: Program Management
Period of Performance: From: 10/01/10
To: 09/30/11
Award Date:
Total Funding: \$10,000.00

Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	FC0393	10	B	58F4	105A46C	00000000		2505	\$10,000.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - FC0393	Cost Ceiling	\$10,000.00
Total:		\$10,000.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: PAMELA M. FRANKLIN
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: 202-343-9476
Fax Number: 202-343-2202
E-Mail Address: franklin.pamela@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: FELICIA A. RUIZ
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207j
Phone Number: 202-343-9129
Fax Number: 202-343-2202
E-Mail Address: ruiz.felicia@epa.gov

Attachments

Attachment Name

Program Management for CMOP 2

Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$10,000.00

Program Management for CMOP 2

Contract: EP-W-10-019, Task Order: 0001

Lead PR Number: PR-HQ-10-13117

Program Management for Coalbed Methane Outreach Program (FY2011)

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2011. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

Task 1: Program Management

Subtask 1: Maintenance of Monthly Progress Report and Working Files

Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

Subtask 2: Maintaining Lines of Communication

At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

V. PLACE OF PERFORMANCE

Contractor will perform the work under this Task Order at its facility. There is the possibility of some local travel.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 6 PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						
1. DATE OF ORDER 10/15/2010		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:		
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-HQ-11-10065		a. NAME OF CONSIGNEE FELICIA A. RUIZ, TOPO		
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207J				b. STREET ADDRESS 1200 PENNSYLVANIA AVE, NW 6207J		c. CITY WASHINGTON
7. TO:				d. STATE DC		e. ZIP CODE 20460
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				f. SHIP VIA		
b. COMPANY NAME				8. TYPE OF ORDER		
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Lexington		e. STATE MA		f. ZIP CODE 02421		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED						
12. F.O.B. POINT Same as Block 6			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
13. PLACE OF					16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6				
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)
	The Total Estimated Cost for Task Order #2 "Support for CMOP's International Activities through the Methane to Markets Partnership" is \$97,664.00 for a level of effort of 350 labor hours. This Task Order is fully funded.					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)
a. NAME U.S. Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
c. CITY Durham				d. STATE NC		e. ZIP CODE 27711
22. UNITED STATES OF AMERICA BY (Signature)						\$97,664.00
23. NAME (Typed) MARGARET S. KLINE						17(i). GRAND TOTAL
TITLE: CONTRACTING/ORDERING OFFICER						

Support for CMOPs International Activities through the Methane to Markets Partnership

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

Summary Information

Title: Support for CMOPs International Activities through the Methane to Markets Partnership
Period of Performance: From: 10/15/10 To: 09/30/11
Award Date:
Total Funding: \$97,664.00

Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	FC0385	10	B	58F4	105A46C	00000000		2505	\$97,664.00	P

Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - FC0385	Cost Ceiling	\$97,664.00
Total:		\$97,664.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: FELICIA A. RUIZ
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: 202-343-9129
Fax Number: 202-343-2202
E-Mail Address: ruiz.felicia@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: PAMELA M. FRANKLIN
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: 202-343-9476
Fax Number: 202-343-2202
E-Mail Address: franklin.pamela@epa.gov

Attachments

Attachment Name

Support for CMOP's International Activities through M2M Partnership

Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$97,664.00

Support for CMOP's International Activities through M2M Partnership

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

STATEMENT OF WORK:

Support for CMOP's International Activities through the Methane to Markets Partnership

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Methane to Markets Partnership, which has been proposed to be expanded and strengthened to form a Global Methane Initiative (hereafter referred to as the "Partnership").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for about 8% of total methane emissions from human activities.

The Methane to Markets Partnership is an international, public-private initiative that was launched in 2004 with several key objectives: to reduce global methane emissions, to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The Partnership is a collaborative effort between developed countries, developing countries, and countries with economies in transition, together with strong participation from the private sector. There are now 36 Partner Countries, plus several additional countries that have recently requested membership, and over 1000 participating non-government entities. The Methane to Markets Partnership targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture / manure management systems. By building international relationships, the Partnership promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. For more about the Partnership and its activities in the coal mining sector, see www.methanetomarkets.org.

US EPA is the lead US Government Agency implementing US activities through the Partnership. EPA works with her sister agencies including the US Department of State, the US Agency for International Development, the US Department of Energy, and the US Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the US through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

The Partnership is holding a Ministerial meeting on October 1, 2010, in Mexico City. At that meeting, US EPA Administrator Lisa P. Jackson and Mexico Secretary of Environment Juan Rafael Elvira Quesada will invite Ministers from all Partner countries to launch an expanded effort to accelerate global methane reductions, the Global Methane Initiative. Through this Task Order, EPA is seeking contractor support to provide technical and analytic assistance for the activities of the Partnership Coal Subcommittee as well as EPA's initiatives to support the aims of the Partnership through activities that support CMM in specific Partner countries.

EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Poland, Ukraine, and Russia. EPA is also interested in helping to support the reduction of CMM emissions in other countries including Mongolia, Mexico, Turkey, and Kazakhstan. EPA is evaluating the potential for CMM project opportunities in other countries such as Vietnam, Georgia, Colombia, and Indonesia.

The period of performance for this task order is from the date of approval through September 30, 2011.

Although this scope of work is broad and describes a set of general activities to be undertaken that may be very similar to general activities described in other task orders, actual contractor activity under this task order will be driven by technical direction of the Task Order Project Officer, which will specify a subset of these activities that will be more focused and specialized.

Activities listed in this task order statement of work are not duplicative with activities under other CMOP task orders.

II. OBJECTIVE

The objective of this task order is to provide EPA with the technical, analytical, and

Support for CMOP's International Activities through M2M Partnership

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

outreach support to advance CMOP's international activities that support the aims of the Methane to Markets Partnership and specifically the Coal Subcommittee. EPA requests the following types of support:

- (1) Development of information and information work products;
- (2) Logistical support, including travel support for delegates to participate in critical workshops or meetings and support for CMOP in planning Partnership meetings or activities.
- (3) Technical, analytic, and capacity-building support to promote CMM project opportunities in key Partner countries.
- (4) Support for implementation and dissemination of the "Best Practices" guidance document for international coal mine methane degasification, recovery, and use that was developed jointly by EPA and others under the auspices of the Methane to Markets Partnership in collaboration with the United Nations Economic Commission for Europe (UNECE).

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has one (1) Task, consisting of four (4) subtasks, listed and described below.

As directed by the TOPO, for each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Task 1: Technical, Analytic, and Logistical Support for CMOP's International Activities to Support the Partnership

Under this Task, the contractor shall provide technical and logistical support for the activities of the Methane to Markets Partnership Coal Subcommittee.

Specifically, EPA requests the following types of support:

Subtask (1): Develop or support development of information and information work products

This subtask consists of development, technical review, and updating of Subcommittee work products such as newsletters, website content / formatting, the global CMM projects database, the "Global Overview" of key coal-producing countries, or other reports or analytical work. As directed by the TOPO, the contractor shall conduct critical technical reviews of such work products. For each work product reviewed, the contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product.

Subtask (2): Provide logistical support for Partnership activities

Under this Subtask, as directed by the TOPO, the contractor shall provide logistical support to CMOP for Partnership activities, including the following:

- a) Provide logistical support for Partnership meetings, workshops, study tours, or other activities, as directed by the TOPO. This support may include helping to develop a detailed agenda, including contacting potential speakers or developing presentations or materials for the coal sector agenda.
- b) Provide travel support for delegates to participate in critical workshops or meetings and support for CMOP activities. The subcontractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical M2M meetings or workshops.
- c) Participate in Partnership meetings or activities. The contractor shall also participate in the Coal Subcommittee meeting(s) or workshops as requested / directed by the TOPO including preparing and delivering presentations.
- d) Provide translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the Methane to Markets Partnership. This might include the translation of pre-feasibility and/or feasibility studies from English to the host-country language, as well as the translation of fact sheets, and presentations.

Subtask (3): Provide Support to Promote CMM Project Development in Partner countries.

Support for CMOP's International Activities through M2M Partnership

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

Under this Subtask, as directed by the TOPO, the contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in key Partner countries, such as India, China, Poland, Russia, Ukraine, Mexico, Mongolia, Turkey, Kazakhstan, and other M2M partner countries.

For each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. This subtask would include a total of up to four (4) person-trips.

- a) Technical support for project development. As directed by the TOPO, the contractor shall provide technical support for in-country CMM project development - such as project identification data-gathering, site-specific pre-feasibility studies, or full-scale feasibility studies.
- b) Capacity building. EPA may request assistance with organizing and conducting in-country technical training, study tours, workshops, or other outreach activities. Under this Subtask, as directed by the TOPO, the contractor shall provide assistance in developing outreach and training support for Partner countries such as India, Mongolia, Ukraine, Russia, or China. EPA may request the contractor to assist foreign government or other entities with activities such as data collection, site visits, and database development. This support may include preparation for, development of, and implementation of a technical workshop for appropriate audiences that would benefit from such training to promote coal mine methane project development in that country. This shall include technical and logistical support for the India CMM/CBM Clearinghouse and other foreign entities that need assistance with CMM data collection and project development. Support for capacity building efforts in China may also be requested under this subtask, including traveling to China to participate in a workshop or conference, or keeping the TOPO informed about project developments throughout the country.
- c) Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, as directed by the TOPO, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs.

Subtask (4): Provide support for the new M2M initiative to disseminate results of a "Best Practices" guidance document for coal mine methane degasification, recovery, and use.

Under this Subtask, the contractor shall provide support for dissemination of "Best Practices" guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the Methane to Markets Partnership in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <http://www.unece.org/energy/se/cmm.html>

The contractor may be asked to draft or edit accompanying documents (such as a "Summary for Policy Makers" or other outreach materials), or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The contractor may also be requested to provide support for development or implementation of technical workshops to disseminate the results of the Best Practices document in one or more countries, which may include Kazakhstan, Ukraine, Russia, or China. This subtask would involve up to four (4) person-trips.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. This Task Order may include up six (6) international person-trips total, as directed by the TOPO.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

Task 1 Deliverables Due Date

- 1-1 Kickoff meeting (via teleconference as appropriate)
Within one week of receipt of TOPO TD

Support for CMOP's International Activities through M2M Partnership

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

- 1-2 Trip report(s) Within 10 days of completion of each trip
- 1-3 Memorandum(a) summarizing review of work products As directed by TOPO
- 1-4 Draft pre-feasibility study(ies) As directed by TOPO
- 1-5 Final pre-feasibility study(ies)
Within two weeks of TOPO TD
- 1- 6 Progress reports Biweekly conference calls, as scheduled with TOPO
- 1-7 Draft agenda for meeting or workshop Within two weeks of TOPO TD
- 1-8 Final agenda for meeting, workshop Within one week of TOPO comments, or as directed
- 1-9 Travel support for delegates to participate in M2M meetings As directed by TOPO
- 1 -10 Draft materials for Best Practices dissemination As directed by TOPO
- 1 - 11 Final materials Within two weeks of TOPO comments

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria, which shall be equally weighted:

1. Technical Experience: Staff skills and technical background necessary to complete the work described in this task order including:
 - ? Knowledge, understanding, and experience with the US and international coal mining and coal mine methane industries, including technologies for effective mine methane degasification, gas collection, recovery and use or abatement; ventilation air methane (VAM); markets for heat, power, and natural gas; and regulatory and policy issues relating to coal mine methane recovery and use internationally.
 - ? Experience organizing and conducting meetings, workshops, conferences, and study tours, particularly for international participants.
 - ? Demonstrated experience and expertise in technical, economic, and financial analyses.
 - ? Experience in public outreach and technical communication skills required to perform the task(s) as evidenced by prior products for the Coalbed Methane Outreach Program or other programs.
2. Technical Approach: Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
3. Past performance: The contractor's past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
4. Key Personnel and Staffing Mix: Each team should specify the staffing selected for each Task, their relevant experience and qualifications, and their availability for the task.
5. Price: Propose a total price for this requirement. Describe the total price, including all labor costs, other direct costs (travel, subcontractor, materials, etc.) and total price proposed.

ORDER FOR SUPPLIES OR SERVICES	PAGE 1 OF 6 PAGES
--------------------------------	-------------------

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/04/10	2. CONTRACT NO. (If any) EP-W-10-019	6. SHIP TO:	
3. ORDER NO. 0003	4. REQUISITION/REFERENCE NO. PR-HQ-11-10150	a. NAME OF CONSIGNEE JAYNE M. SOMERS, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207j		b. STREET ADDRESS 1200 PENNSYLVANIA AVE, NW 6207j	
7. TO:		c. CITY WASHINGTON	d. STATE DC
		e. ZIP CODE 20460	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC		f. SHIP VIA	
b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVENUE		<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: <div style="font-size: small;">Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.</div>	
d. CITY Lexington	e. STATE MA	<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Attached		10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The Total Estimated Cost for Task Order #3 "Analytic & Outreach for CMOP 2 - DOMESTIC" is \$37,403 for 240 labor hours. Task order is fully funded through its completion date of 9/30/11.					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$37,403.00	17(h). TOT. (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME U.S. Environmental Protection Agency					
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive				17(i). GRAND TOTAL	
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
MARGARET S. KLINE
TITLE: CONTRACTING/ORDERING OFFICER

Analytic & Outreach for the Coalbed Methane Outreach Program - DOMESTIC Activities

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

Summary Information

Title: Analytic & Outreach for the Coalbed Methane Outreach Program - DOMESTIC Activities
Period of Performance: From: 11/04/10 To: 09/30/11
Award Date: 11/04/10
Total Funding: \$37,403.00

Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	FC0385	10	B	58F4	105A46C	00000000		2505	\$37,403.00	P

Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - FC0385	Cost Ceiling	\$37,403.00
Total:		\$37,403.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: JAYNE M. SOMERS
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207j
Phone Number: 202-343-9896
Fax Number: 202-343-2202
E-Mail Address: somers.jayne@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: FELICIA A. RUIZ
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207j
Phone Number: 202-343-9129
Fax Number: 202-343-2202
E-Mail Address: ruiz.felicia@epa.gov

Attachments

Attachment Name

Analytic & Outreach Support for CMOP 2 - DOMESTIC

Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$37,403.00

Analytic & Outreach Support for CMOP 2 - DOMESTIC

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane gas that is otherwise vented to the atmosphere. Through this task order, the EPA is requesting technical and outreach support to help identify and promote viable coal mine methane projects in the United States.

The period of performance for this task order is from the date of approval through September 30, 2011. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

This Scope of Work provides the overview of typical outreach and analytical tasks that the Coalbed Methane Outreach Program may require to support its domestic activities to promote coal mine methane recovery and utilization or abatement. Specific activities will be directed by the TOPO through Technical Direction.

II. OBJECTIVE

The objective of this task order is to provide EPA with the technical and outreach support to provide project development outreach in the U.S.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks. A copy of any and all finalized technical direction document(s) shall be sent to the Contracting Officer. The task and two subtasks are listed and described below:

Task 1: Analytical and Outreach Support

For each Subtask under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverable, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Subtask 1: Analyses and Technical Support for Domestic Recovery and Use of Coal Mine Methane

The contractor shall conduct data collection and provide written or verbal consultations or analyses, including memorandums, reports, and conference calls, on options and opportunities to recover and use coal mine methane. These analyses shall be succinct and clearly outline the advantages and disadvantages of the various topics considered. Up to six to eight analyses are anticipated under this task. The contractor shall conduct these analyses upon written technical direction by the TOPO.

The types of analyses may include, but are not limited to:

- 1) Financial Analyses (either conceptual, or of specific projects); or
- 2) Technical Analyses (either conceptual, or for a specific project); or
- 3) Policy Analyses (evaluating existing or potential policies)
- 4) Legal / Regulatory Analyses (evaluating the impact of existing or potential statutes or regulations).

An example of a financial analysis would be refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine. An example of a technical analysis would be assessment of technical options for gas recovery and usage in the Western United States. Other potential topics that may be assigned by CMOP under this task order include abandoned coal mines, surface coal mines, and non-coal gassy mines. An example of a policy analysis would be an evaluation of carbon prices or carbon offset methodologies as incentives for coal mine methane project development in the US. An example of a regulatory analysis would be assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF - Underground Coal Mines). Another example of a legal analysis would be assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Production of a written consultation or analysis shall correspond to the following timeline:

Analytic & Outreach Support for CMOP 2 - DOMESTIC

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

Deliverable	Due Date
1.1) Kick off meeting	Within one week of receipt of TOPO TD
1.2) Draft Analysis Outline	One week following receipt of TOPO TD
1.3) Final Analysis Outline	Three days after receipt of TOPO comments on 1.2.
1.4) Draft Analysis	As directed by TOPO, or two weeks after receipt of TOPO comments on 1.3.
1.5) Final Analysis	As directed by TOPO, or one week after receipt of TOPO comments on 1.4.

Subtask 2: Assist with Domestic Outreach

EPA staff conducts outreach and produces outreach materials through CMOP for the CBM/CMM community. The contractor shall provide up to 15 outreach material deliverables (e.g., PowerPoint presentations, memorandums on project and technology opportunities, and html documents) based upon written technical direction from the EPA TOPO. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos.

Outreach materials and activities may include, but are not limited to, the following:

- 1) White paper(s) and presentation(s)
- 2) Short news articles
- 3) Other outreach materials
- 4) CBM Extra
- 5) CBM Notes
- 6) Respond to public queries
- 7) Exhibit at conferences or events
- 8) Contact individual coal mines
- 9) Assist with logistical support for CMOP annual conference

Further details on each of these potential activities is described below. Development of each deliverable, including specific deadlines, shall be based on the specific written technical direction. For planning purposes, conceptual timelines are provided for each type of deliverable below, but specific deadlines will be specified by the TOPO through written technical direction.

- 1) White paper(s) and presentation(s). Based upon the TOPO's written direction, the contractor shall develop white paper(s) or presentation(s), on a topic directed by the TOPO (e.g., non-coal mine methane). For planning purposes, this work shall correspond to the following conceptual timeline:

Deliverable	Due Date
2.1) Kick off meeting	Within one week of receipt of TOPO TD
2.2) Draft paper/presentation	One week following receipt of TOPO TD
2.3) Final formatted paper/presentation	Three days after receipt of TOPO comments on 2.2.

- 2) Short news articles. Production of the short news article(s) shall correspond to the following conceptual timeline, for planning purposes only:

Deliverable	Due Date
3.1) Kick off meeting	Within one week of receipt of TOPO TD
3.2) Draft Article/flyer Outline	One week following receipt of TOPO TD
3.3) Final Article/flyer Outline	Three days after receipt of TOPO comments on 3.2.
3.4) Draft Article / flyer	Two weeks after receipt of TOPO comments on 3.3.
3.5) Final Article / flyer	One week after receipt of TOPO comments on 3.4.

- 3) Other outreach materials. Production of other outreach materials may entail development of content as well as graphics and layout for new materials (such as flyers, posters, fact sheets, white papers, banners, CDs, or videos). Development of these outreach materials will be based on specific technical direction from the TOPO. For planning purposes only, the following conceptual timeline is provided:

Deliverable	Due Date
4.1) Kick off meeting	Within one week of receipt of TOPO TD
4.2) Draft Outreach Material Outline	One week following receipt of TOPO TD
4.3) Final Outreach Material Outline	Three days after receipt of TOPO comments on 4.2.
4.4) Draft Outreach Material	As directed by TOPO following comments on 4.3.
4.5) Final Outreach Material	As directed by TOPO following comments on 4.4.

- 4) CBM Extra. The CBM Extra is a newsletter that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released three or four times a year and includes short news articles on domestic and international CMM activity, dates for upcoming events, and recent CMM-related publications. Each CBM Extra may also include an in-depth analytical article on issues affecting the industry.

Analytic & Outreach Support for CMOP 2 - DOMESTIC

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

Examples of analytical articles include an evaluation of the world market or ventilation air methane, challenges to developing CMM projects in the Western United States, and using CMM for power generation.

At the TOPO's written direction, the contractor shall format and prepare for electronic publication up to four (4), 8-12 page editions of the Coalbed Methane (CBM) Extra. The contractor shall develop ideas for articles that are timely, relevant, and news-worthy and shall produce up to one analytical article, up to two short news articles, a calendar of CMM-related events and news "blurbs" for each CBM Extra, as directed by the TOPO. The Summer 2010 issue shall serve as a template for future CBM Extras.

Formatting and preparation of the CBM Extra, including appropriate deadlines, shall be directed by the TOPO. For planning purposes, the following conceptual timeline is provided:

Deliverable	Due Date
5.1) Kick off meeting	Within one week of receipt of TOPO TD
5.2) Draft Formatted CBM Extra	One week following receipt of TOPO TD
5.3) Final Formatted CBM Extra	Three days after receipt of TOPO comments on 2.2.

For planning purposes only, production of articles for the CBM Extra shall correspond to the following conceptual timeline:

Deliverable	Due Date
6.1) Kick off meeting	Within one week of receipt of TOPO TD
6.2) Draft Article Outline	One week following receipt of TOPO TD
6.3) Final Article Outline	Three days after receipt of TOPO comments on 3.2.
6.4) Draft Article	Two weeks after receipt of TOPO comments on 3.3.
6.5) Final Article	One week after receipt of TOPO comments on 3.4.

5) CBM Notes. CBM Notes are a weekly email sent out by CMOP to inform the program's stakeholders about interesting and newsworthy events, publications, or news items related to the CBM and CMM industries. Generally about 100 to 400 words in length, CBM Notes are typically distributed each Thursday to a subset of the CMOP database.

At the TOPO's written direction, the contractor shall provide content, writeup, and formatting for up to 20 CBM Notes.

Production of the CBM Note(s) shall correspond to the following timeline:

Deliverable	Due Date
7.1) Kick off meeting	Within one week of receipt of TOPO TD
7.2) Draft CBM Note	One week following receipt of TOPO TD
7.3) Final CBM Note	Three days after receipt of TOPO comments on 4.2.

6) Respond to public queries. CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an as-needed basis, typically within one to two days. At the TOPO's written direction, the contractor shall provide the TOPO with assistance in responding to up to 15 public queries either in writing or verbally (as specified by TOPO).

7) Exhibit at conferences and events. EPA staff attends and exhibits outreach material at various coal and CBM conferences and workshop around the United States throughout the year. The contractor shall travel up to one (1) domestic conference and assist EPA staff with procuring, setting up, and staffing the conference exhibit booth space. The contractor shall assist with conducting outreach to conference attendees. This outreach may include, at the TOPO's written direction, participation in the CMOP conference, including preparation of and delivery of a presentation.

8) Contact individual coal mines. At the TOPO's written direction, the contractor may be requested to contact individual coal mines or coal mining companies to determine their specific needs, interests, etc. as they relate to coal mine methane project development, and their willingness to work with EPA staff in this area.

9) Logistical support for CMOP Conference. EPA sponsors and organizes an annual, national-level conference covering issues related to coal mine methane project development in the US and internationally. The EPA COR may request assistance related to logistical support for this conference, including travel or logistical support for selected participants or international delegates, assistance in moderating sessions or panel discussions, arranging for interpretation (translation) for international delegates present, assisting with site visit logistics, or other logistical support as directed by the TOPO.

V. PLACE OF PERFORMANCE

Analytic & Outreach Support for CMOP 2 - DOMESTIC

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

The work performed under this Task Order will be primarily undertaken at the contractor's office. Up to four (4), one-person, 2-to 4-day trips within the continental U.S. is anticipated under this task order.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. PACKAGING, PACKING, AND SHIPPING INSTRUCTIONS

None

XI. INSPECTION AND ACCEPTANCE CRITERIA

See Section E of the contract.

XII. ACCOUNTING AND APPROPRIATIONS DATA

See item 17 of DD form 1155, Order of Supplies or Services.

XIII. OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS

None

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/21/2011		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAROAPCCD					
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OAR-11-00302		b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY 1200 PENNSYLVANIA AVENUE NW MAIL CODE 62107J OAPCCD					
5. ISSUING OFFICE (Address correspondence to) HPOD US ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS PROCUREMENT OPERATIONS ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460				c. CITY WASHINGTON		d. STATE DC	e. ZIP CODE 20460		
7. TO: NA				f. SHIP VIA					
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER					
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY			
c. STREET ADDRESS 110 HARTWELL AVENUE				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY LEXINGTON									
e. STATE MA				f. ZIP CODE 02421					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAROAPCCD					
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						12. F.O.B. POINT Destination			
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 112947395 The total estimated cost for task order #4 "Support for the 2011 US Coal Mine Methane Conference for the Coalbed Methane Outreach Program" is \$89,995.00 and for a level of effort of 760 labor hours. This task order Continued ...								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)			
21. MAIL INVOICE TO:									
a. NAME RTP FINANCE CENTER						\$89,995.00			
b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER D143-02 109 TW ALEXANDER DRIVE						17(i) GRAND TOTAL			
c. CITY DURHAM						d. STATE NC	e. ZIP CODE 27711	\$89,995.00	
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER			

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/21/2011	EP-W-10-019	0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>is fully funded. The completion date is 12/31/2011, contingent upon exercise of Option Period I.</p> <p>TOPO: PAMELA FRANKLIN</p> <p>Admin Office:</p> <p>HPOD</p> <p>US ENVIRONMENTAL PROTECTION AGENCY</p> <p>HEADQUARTERS PROCUREMENT OPERATIONS</p> <p>ARIEL RIOS BUILDING</p> <p>1200 PENNSYLVANIA AVENUE NW</p> <p>WASHINGTON DC 20460</p> <p>Period of Performance: 01/21/2011 to 12/31/2011</p> <p>PR-OAR-11-00302</p> <p>Accounting Info:</p> <p>11-12-B-58F4-105A46C-2505-1158FC1090-0</p> <p>01 BFY: 11 EFY: 12 Fund: B Budget</p> <p>Org: 58F4 Program (PRC): 105A46C</p> <p>Budget (BOC): 2505 DCN - Line ID: 1158FC1090-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$89,995.00</p>				89,995.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$89,995.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 07/13/2011		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC ATTN NA 110 HARTWELL AVENUE LEXINGTON MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0004 10B. DATED (SEE ITEM 13) 01/21/2011	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to re-assign the role of Task Order Project Officer (TOPO) for task order 0004 to Felicia Ruiz. The role of Contracting Officer and Administrative Contracting Officer for this task order is assigned to Faye Sas.
TOPO: Felicia Ruiz

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 07/13/2011

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0004/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 Period of Performance: 01/21/2011 to 12/31/2011				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 12/13/2011		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS PROCUREMENT OPERATIONS ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460		CODE HPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC ATTN NA 110 HARTWELL AVENUE LEXINGTON MA 02421		(X)		7. ADMINISTERED BY (If other than Item 6) HPOD US ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS PROCUREMENT OPERATIONS ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460	
CODE 112947395		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0004	
				10B. DATED (SEE ITEM 13) 01/21/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 31 January 2012, at no cost to the government.

TOPO: Felicia Ruiz

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 31-DEC-11 to 31-JAN-12

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$89,995.00

New Total Amount for this Award: \$89,995.00

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 12/13/2011

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0004/002

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	End Date changed from 31-DEC-11 to 31-JAN-12 Delivery Location Code: OAR/OAP/CCD OAROAPCCD US ENVIRONMENTAL PROTECTION AGENCY 1200 PENNSYLVANIA AVENUE NW MAIL CODE 62107J OAPCCD WASHINGTON DC 20460 USA Payment: RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 FOB: Destination Period of Performance: 01/21/2011 to 01/31/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 04/12/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC ATTN NA 110 HARTWELL AVENUE LEXINGTON MA 02421		(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0004	
				10B. DATED (SEE ITEM 13) 01/21/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$134.65
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the Issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to deobligate \$134.65 and reduce the total estimated cost to \$89,860.35. Contractor concurrence via email dated 21 March 2013.

TOPO: Felicia Ruiz

CHANGES FOR ACCOUNTING CODE:

11-12-B-58F4-105A46C-2505---1158FC1090-001

Account code changed from 11-12-B-58F4-105A46C-2505-1158FC1090-001 to

11-12-B-58F4-105A46C-2505---1158FC1090-001

Amount changed from \$89,995.00 to \$89,860.35

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0004/003

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 FOB: Destination Period of Performance: 01/21/2011 to 01/31/2012				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/08/2011		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:				
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-OAR-11-01055		a. NAME OF CONSIGNEE OAR/OAP/CCD				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD				
7. TO: NA		a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460	
b. COMPANY NAME		c. STREET ADDRESS 110 HARTWELL AVENUE		f. SHIP VIA				
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	8. TYPE OF ORDER				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination				
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 5 entitled "Coal Mine Inventory Support 2011" is \$37,718 for 380 labor hours. This task order is fully funded. The Alt COR is Melissa Weitz. Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME		RTP Finance Center				\$37,718.00		
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY		d. STATE	e. ZIP CODE					17(i) GRAND TOTAL
Durham		NC	27711	\$37,718.00				
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER				

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
04/08/2011		EP-W-10-019			0005	
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	TOPO: Katherine Sibold Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 04/08/2011 to 09/30/2011 Coal Mine Inventory Support 2011 Accounting Info: 11-12-B-58F7-105A46C-2505-1158FC1204-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 58F7 Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 1158FC1204-001 Funding Flag: Complete Funded: \$37,718.00				37,718.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$37,718.00	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/20/2011		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE HPOD	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0005	
				10B. DATED (SEE ITEM 13) 04/08/2011	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 30 November 2011, at no cost to the government.

TOPO: Katherine Sibold Max Expire Date: 11/30/2011

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-11 to 30-NOV-11

Contracting Officer changed from Margaret Kline to Faye Sas.

Maximum Potential Expiration Date changed to : 11/30/2011

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/20/2011

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0005/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>End Date changed from 30-SEP-11 to 30-NOV-11</p> <p>Delivery Location Code: OAR/OAP/CCD</p> <p>OAR/OAP/CCD</p> <p>US Environmental Protection Agency</p> <p>1200 Pennsylvania Avenue NW</p> <p>Mail Code: 62107J</p> <p>OAP/CCD</p> <p>Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (D143-02)</p> <p>109 TW Alexander Drive</p> <p>Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 04/08/2011 to 11/30/2011</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 04/12/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0005 10B. DATED (SEE ITEM 13) 04/08/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$88.74
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to deobligate \$88.74 and reduce the total estimated cost to \$37,629.26. Contractor concurrence via email dated 21 March 2013.

TOPO: Katherine Sibold Max Expire Date: 11/30/2011

CHANGES FOR ACCOUNTING CODE:

11-12-B-58F7-105A46C-2505---1158FC1204-001

Account code changed from 11-12-B-58F7-105A46C-2505-1158FC1204-001 to

11-12-B-58F7-105A46C-2505---1158FC1204-001

Amount changed from \$37,718.00 to \$37,629.26

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 04/12/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0005/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/08/2011 to 11/30/2011				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/29/2011		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD			
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. See Schedule		b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA			
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY			
b. COMPANY NAME				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
c. STREET ADDRESS 110 HARTWELL AVENUE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
						16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: 112947395 New task order award under contract EP-W-10-019 for task 2 only under the Statement of Work - Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects in support of the Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center						\$98,449.53	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive							
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711
						\$98,449.53	
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER	

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/29/2011	CONTRACT NO. EP-W-10-019	ORDER NO. 0006
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Global Methane Initiative. The total estimated cost for task order 6 is \$163,693.00 with a total level of effort of 960 direct labor hours to complete two pre-feasibility studies: one in Kazakhstan, and one in Russia. Incremental funding is obligated in the amount of \$98,499.53, with \$65,193.47 remaining in order to fully fund this task order. Contractor incurred expenses cannot exceed the obligated amount of \$98,499.53.</p> <p>TOPO: FELICIA RUIZ Max Expire Date: 09/30/2012</p> <p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 11-12-B-58F4-105A46CP4-2505-1158FC1468-001 BFY: 11 EFY: 12 Fund: B Budget Org: 58F4 Program (PRC): 105A46CP4 Budget (BOC): 2505 DCN - Line ID: 1158FC1468-001 Period of Performance: 10/01/2011 to 09/30/2012</p> <p>New task order award to complete two pre-feasibility studies for Coal Mine Methane Recovery and Utilization Projects in support of GMI: one in Kazakhstan and one in Russia.</p> <p>Requisition No: PR-OAR-11-02687</p>				98,449.53	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$98,449.53

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 08/13/2012		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE HPOD	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0006	
				10B. DATED (SEE ITEM 13) 09/29/2011	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$65,243.47
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR Subpart 43.105

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to obligate the last increment of funding in the amount of \$65,243.47 in order to fully fund this task order at a total estimated cost of \$163,693.00. Contractor incurred expenses cannot exceed the obligated amount of \$163,693.00.

TOPO: FELICIA RUIZ Max Expire Date: 09/30/2012

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Total Amount for this Modification: \$65,243.47

New Total Amount for this Version: \$163,693.00

New Total Amount for this Award: \$163,693.00

Obligated Amount for this Modification: \$65,243.47

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 08/13/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0006/001

PAGE

OF

2

3

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$163,693.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$98,449.53 to \$163,693.00 Obligated Amount for this modification: \$65,243.47</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$98,449.53 to \$163,693.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-58F4-101A46XP4-2505-1258FC2641-001 Beginning Fiscal Year 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 58F4 Quantity: 0 Amount: \$65,243.47 Percent: 66.27098 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 10/01/2011 to 09/30/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0006	
				10B. DATED (SEE ITEM 13) 09/29/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 31 May 2013, at no cost to the government.

TOPO: FELICIA RUIZ Max Expire Date: 05/31/2013

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 31-MAY-13

Maximum Potential Expiration Date changed to : 05/31/2013

CHANGES FOR LINE ITEM NUMBER: 1

End Date changed from 30-SEP-12 to 31-MAY-13

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0006/002PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 10/01/2011 to 05/31/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 06/01/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0006		10B. DATED (SEE ITEM 13) 09/29/2011		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	
CODE 112947395		FACILITY CODE			

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to provide a no cost extension to 31 August 2013.

COR: Jayne Somers 202-343-9896

Alt COR: Felicia Ruiz 202-343-9129

TOPO: FELICIA RUIZ Max Expire Date: 05/31/2013

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 04/13/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0006/003

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 10/01/2011 to 08/31/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

004

3. EFFECTIVE DATE

08/27/2013

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP INC

Attn: NA

110 HARTWELL AVENUE

Lexington MA 02421

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-10-019

0006

10B. DATED (SEE ITEM 13)

09/29/2011

CODE 112947395

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to provide a 3rd no cost extension to 31 December 2013, contingent upon exercise of the option year.

As of 27 August 2013, Compass Data Warehouse showed approximately \$29,784.66 in unexpended obligated funds.

COR: Jayne Somers 202-343-9896

Alt COR: Felicia Ruiz 202-343-9129

TOPO: FELICIA RUIZ Max Expire Date: 05/31/2013

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Margaret Kline	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)	08/27/2013

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0006/004

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 10/01/2011 to 12/31/2013				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/19/2011		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:				
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE OAR/OAP/CCD				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD				
7. TO: NA				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				f. SHIP VIA				
b. COMPANY NAME				8. TYPE OF ORDER				
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 0007: Program Management for the Coalbed Methane Outreach is \$27,041.00 for a total level of effort of 170 direct labor hours. The task order is fully funded through its Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME		RTP Finance Center				\$27,041.00		
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						17(i) GRAND TOTAL
c. CITY		d. STATE	e. ZIP CODE			\$27,041.00		
Durham		NC	27711					
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER				

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
12/19/2011	EP-W-10-019	0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	completion date of September 30, 2012. COR: Jayne Somers/Alt COR: Pamela Franklin. TOPO: JAYNE SOMERS Max Expire Date: 09/30/2012 Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 12/19/2011 to 09/30/2012 Program Management Task Order for Coalbed Methane Outreach Program Requisition No: PR-OAR-12-00366 Accounting Info: 12-13-B-58F4-101A46-2505-1258FC2508-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2508-001 Funding Flag: Complete Funded: \$27,041.00				27,041.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$27,041.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

**Coalbed Methane Outreach Program
Task Order Contract EP-W-10-019**

STATEMENT OF WORK:

Program Management for Coalbed Methane Outreach Program

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2012. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

Task 1: Program Management

Subtask 1: Maintenance of Monthly Progress Report and Working Files

Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

Subtask 2: Maintaining Lines of Communication

At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will involve on-site office work, with the possibility of some local travel.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2									
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 05/22/2012		4. REQUISITION/PURCHASE REQ. NO.									
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		5. PROJECT NO. (If applicable)									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460									
CODE 112947395		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.									
				9B. DATED (SEE ITEM 11)									
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0007									
				10B. DATED (SEE ITEM 13) 12/19/2011									
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS													
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.													
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule													
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td style="text-align: center;">X</td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.												
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).												
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:												
	D. OTHER (Specify type of modification and authority)												
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.													
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)													
DUNS Number: 112947395 The purpose of this modification is to re-assign the role of Alternate COR to Felicia Ruiz for the period of performance of this task order. COR: Jayne Somers TOPO: JAYNE SOMERS Max Expire Date: 09/30/2012 LIST OF CHANGES: Reason for Modification : Other Administrative Action Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$0.00 New Total Amount for this Award: \$27,041.00 Alternate COR/Project Officer changed to : Felicia Ruiz Continued ...													
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.													
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)										
			Faye Sas										
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA									
(Signature of person authorized to sign)				(Signature of Contracting Officer)									
				16C. DATE SIGNED 05/22/2012									

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0007/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 12/19/2011 to 09/30/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0007	
				10B. DATED (SEE ITEM 13) 12/19/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 31 December 2012, at no cost to the government.

COR: Jayne Somers

TOPO: JAYNE SOMERS Max Expire Date: 12/31/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 31-DEC-12

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$27,041.00

New Total Amount for this Award: \$27,041.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0007/002

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Maximum Potential Expiration Date changed to : 12/31/2012 CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 30-SEP-12 to 31-DEC-12</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 12/19/2011 to 12/31/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 04/12/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0007		10B. DATED (SEE ITEM 13) 12/19/2011		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Decrease: -\$1,992.21		13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 112947395 The purpose of this modification is to deobligate \$1,992.21 and reduce the total estimated cost to \$25,048.79. Contractor concurrence via email dated 21 March 2013.		15A. NAME AND TITLE OF SIGNER (Type or print) Margaret Kline		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15D. DATE SIGNED		16C. DATE SIGNED 04/12/2013		16D. DATE SIGNED	

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to deobligate \$1,992.21 and reduce the total estimated cost to \$25,048.79. Contractor concurrence via email dated 21 March 2013.

COR: Jayne Somers

TOPO: JAYNE SOMERS Max Expire Date: 12/31/2012

CHANGES FOR ACCOUNTING CODE:

12-13-B-58F4-101A46-2505---1258FC2508-001

Account code changed from 12-13-B-58F4-101A46-2505-1258FC2508-001 to

12-13-B-58F4-101A46-2505---1258FC2508-001

Amount changed from \$27,041.00 to \$25,048.79

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 04/12/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0007/003

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 12/19/2011 to 12/31/2012				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/03/2012		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
c. STREET ADDRESS 110 HARTWELL AVENUE				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for the task order entitled, "Support for CMOP's International Activities through the Global Methane Initiative (GMI)" is \$86,651.00 for a total level of effort of 350 direct labor hours. Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center		\$86,651.00				17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive		\$86,651.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Faye Sas
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/03/2012	EP-W-10-019	0008

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>The task order is fully funded through its completion date of 30 September 2012.</p> <p>TOPO: FELICIA RUIZ Max Expire Date: 09/30/2012</p> <p>Admin Office:</p> <p>HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 12-13-B-58F4-101A46XP4-2505-1258FC2511-001 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46XP4 Budget (BOC): 2505 DCN - Line ID: 1258FC2511-001 Period of Performance: 01/03/2012 to 09/30/2012</p> <p>New task order under contract EP-W-10-019 for support of international activities through the Global Methane Initiative. Requisition No: PR-OAR-12-00400</p>				86,651.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$86,651.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**Coalbed Methane Outreach Program
Task Order
Contract Number EP-W-10-019**

STATEMENT OF WORK:
Support for CMOP's International Activities
through the Global Methane Initiative

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (formerly Methane to Markets Partnership; hereafter referred to as "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for about 8% of total methane emissions from human activities.

The Global Methane Initiative is an international, public-private initiative that was launched in 2004 (as the Methane to Markets Partnership) with several key objectives: to reduce global methane emissions, to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. GMI is a collaborative effort between developed countries, developing countries, and countries with economies in transition, together with strong participation from the private sector. There are now more than 40 partner countries, and over 1000 participating non-government entities. The Global Methane Initiative targets five major methane sources: landfills, coal mines, natural gas and oil systems, agriculture / manure management systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. For more on GMI and its activities in the coal mining sector, see <http://www.globalmethane.org>

US EPA is the lead US Government Agency implementing US activities through the GMI. EPA works with her sister agencies including the US Department of State, the US Agency for International Development, the US Department of Energy, and the US Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the US through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in partner countries.

Through this Task Order, EPA is seeking contractor support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM in specific partner countries.

EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Ukraine, and Russia. EPA is also interested in helping to support the reduction of CMM emissions in other countries including Kazakhstan, Mongolia, Poland and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries such as Colombia, Mexico and Vietnam.

The period of performance for this task order is from the date of approval through September 30, 2012.

Although this scope of work is broad and describes a set of general activities to be undertaken that may be very similar to general activities described in other task orders, actual contractor activity under this task order will be driven by technical direction of the Task Order Project Officer, which will specify a subset of these activities that will be more focused and specialized.

Activities listed in this task order statement of work are not duplicative with activities under other CMOP task orders.

II. OBJECTIVE

The objective of this task order is to provide EPA with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative and specifically the Coal Subcommittee. EPA requests the following types of support:

- (1) Development of information and information work products;
- (2) Logistical support, including travel support for delegates to participate in critical workshops or meetings and support for CMOP in planning GMI meetings or activities.
- (3) Technical, analytic, and capacity-building support to promote CMM project opportunities in key partner countries.
- (4) Support for implementation and dissemination of the "Best Practices" guidance document for international coal mine methane degasification, recovery, and use that was developed jointly by EPA and others under the auspices of the Global Methane Initiative in collaboration with the United Nations Economic Commission for Europe (UNECE).

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has one (1) Task, consisting of four (4) subtasks, listed and described below.

As directed by the TOPO, for each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Task 1: Technical, Analytic, and Logistical Support for CMOP's International Activities to Support the Global Methane Initiative (GMI)

Under this Task, the contractor shall provide technical and logistical support for the activities of the Global Methane Initiative Coal Subcommittee.

Specifically, EPA requests the following types of support:

Subtask (1): Develop or support development of information and information work products

This subtask consists of development, technical review, and updating of Subcommittee work products such as newsletters, website content / formatting, the global CMM projects database, the "Global Overview" of key coal-producing countries, or other reports or analytical work. As directed by the TOPO, the contractor shall conduct critical technical reviews of such work products. For each work product reviewed, the contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product.

Subtask (2): Provide logistical support for GMI activities

Under this Subtask, as directed by the TOPO, the contractor shall provide logistical support to CMOP for Partnership activities, including the following:

- a) *Provide logistical support for GMI meetings, workshops, trainings, or other activities, as directed by the TOPO. This support may include helping to develop a detailed agenda, including contacting potential speakers or developing presentations or materials for the coal sector agenda.*
- b) *Provide travel support for delegates to participate in critical workshops or meetings and support for CMOP activities. The subcontractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI meetings or workshops.*
- c) *Participate in GMI meetings or activities. The contractor shall also participate in the Coal Subcommittee meeting(s) or workshops as requested / directed by the TOPO including preparing and delivering presentations.*
- d) *Provide translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the Global Methane Initiative. This might include the translation of pre-feasibility and/or feasibility studies from English to the host-country language, as well as the translation of fact sheets, and presentations.*

Subtask (3): Provide support to promote CMM project development in GMI countries

Under this Subtask, as directed by the TOPO, the contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in key partner countries, such as India, China, Russia, Kazakhstan, and other GMI partner countries.

For each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. This subtask would include a total of up to four (4) person-trips.

- a) *Technical support for project development.* As directed by the TOPO, the contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, or site-specific pre-feasibility studies.
- b) *Capacity building.* EPA may request assistance with organizing and conducting in-country technical training, workshops, or other outreach activities. Under this Subtask, as directed by the TOPO, the contractor shall provide assistance in developing outreach and training support for partner countries such as Ukraine, Russia, India or China. EPA may request the contractor to assist foreign government or other entities with activities such as data collection, site visits, and database development. This support may include preparation for, development of, and implementation of a technical workshop for appropriate audiences that would benefit from such training to promote coal mine methane project development in that country.
- c) *Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements.* Under this Subtask, as directed by the TOPO, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs.

Subtask (4): Provide support for the GMI to disseminate results of a “Best Practices” guidance document for coal mine methane degasification, recovery, and use.

Under this Subtask, the contractor shall provide support for dissemination of “Best Practices” guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the Global Methane Initiative in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <http://www.unece.org/energy/se/cmm.html>

The contractor may be asked to draft or edit accompanying documents (such as a “Summary for Policy Makers” or other outreach materials), or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The contractor may also be requested to provide support for development or implementation of technical workshops to disseminate the results of the Best Practices document in one or more countries.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. **This Task Order may include up to four (4) international person-trips total, as directed by the TOPO.**

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

Task 1 Deliverables	Due Date
1-1 Kickoff meeting (via teleconference as appropriate)	Within one week of receipt of TOPO TD
1-2 Trip report(s)	Within 10 days of completion of each trip
1-3 Memorandum(a) summarizing review of work products	As directed by TOPO
1-4 Draft pre-feasibility study(ies)	As directed by TOPO
1- 5 Progress reports	Biweekly conference calls, as scheduled with TOPO
1-6 Draft agenda for meeting or workshop	Within two weeks of TOPO TD
1-7 Final agenda for meeting, workshop	Within one week of TOPO comments, or as directed
1-8 Travel support for delegates to participate in GMI meetings	As directed by TOPO
1 –9 Draft materials for Best Practices dissemination	As directed by TOPO
1 – 10 Final materials	Within two weeks of TOPO comments

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 112947395 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0008		10B. DATED (SEE ITEM 13) 01/03/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 28 February 2013, at no cost to the government.*

TOPO: FELICIA RUIZ Max Expire Date: 02/28/2013

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 28-FEB-13

Maximum Potential Expiration Date changed to : 02/28/2013

CHANGES FOR LINE ITEM NUMBER: 1

End Date changed from 30-SEP-12 to 28-FEB-13

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0008/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 01/03/2012 to 02/28/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 02/01/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPPOD		7. ADMINISTERED BY (If other than Item 6) HPPOD	
HPPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0008	
				10B. DATED (SEE ITEM 13) 01/03/2012	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to provide a no cost extension to May 31, 2013.

COR: Felicia Ruiz 202-343-9129

Alt COR: Jayne Somers 202-343-9896

CO: Margaret Kline 202-343-4238

TOPO: FELICIA RUIZ Max Expire Date: 02/28/2013

Delivery Location Code: OAR/OAP/CCD

OAR/OAP/CCD

US Environmental Protection Agency

1200 Pennsylvania Avenue NW

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 02/01/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0008/002

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 01/03/2012 to 05/31/2013				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/07/2012		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0009		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone					
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 0009 - entitled, "Analytic and Outreach Support for CMOP" is \$38,418.00 with a total level of effort of 240 direct labor hours. The task order is fully funded Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$38,418.00
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive				\$38,418.00
c. CITY		d. STATE	e. ZIP CODE			
Durham		NC	27711		17(i) GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER		

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/07/2012CONTRACT NO.
EP-W-10-019ORDER NO.
0009

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>through its completion date of September 30, 2012.</p> <p>TOPO: Jayne Somers Alt TOPO: Pamela Franklin TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Period of Performance: 02/07/2011 to 09/30/2012</p> <p>Analytic and Outreach Support for the Coalbed Methane Outreach Program Requisition No: PR-OAR-12-00695</p> <p>Accounting Info: 12-13-B-58F4-101A46-2505-1258FC2523-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2523-001 Funding Flag: Complete Funded: \$38,418.00</p>				38,418.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$38,418.00

Coalbed Methane Outreach Program

STATEMENT OF WORK:

Analytical and Outreach Support for Coalbed Methane Outreach Program

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane gas that is otherwise vented to the atmosphere. Through this task order, the EPA is requesting technical and outreach support to help identify and promote viable coal mine methane projects in the United States.

The period of performance for this task order is from the date of approval through September 30, 2012. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

This Scope of Work provides the overview of typical outreach and analytical tasks that the Coalbed Methane Outreach Program may require to support its domestic activities to promote coal mine methane recovery and utilization or abatement. Specific activities will be directed by the TOPO through Technical Direction.

II. OBJECTIVE

The objective of this task order is to provide EPA with the technical and outreach support to provide project development outreach in the U.S.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks. A copy of any and all finalized technical direction document(s) shall be sent to the Contracting Officer. The task and two subtasks are listed and described below:

Task 1: Analytical and Outreach Support

For each Subtask under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverable, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Subtask 1: Analyses and Technical Support for Domestic Recovery and Use of Coal Mine Methane

The contractor shall conduct data collection and provide written or verbal consultations or analyses, including memorandums, reports, and conference calls, on options and opportunities to recover and use coal mine methane. These analyses shall be succinct and clearly outline the advantages and disadvantages of the various topics considered. Up to six to eight analyses are anticipated under this task. The contractor shall conduct these analyses upon written technical direction by the TOPO.

The types of analyses may include, but are not limited to:

- 1) Financial Analyses (either conceptual, or of specific projects); or
- 2) Technical Analyses (either conceptual, or for a specific project); or
- 3) Policy Analyses (evaluating existing or potential policies)
- 4) Legal / Regulatory Analyses (evaluating the impact of existing or potential statutes or regulations).

An example of a financial analysis would be refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine. An example of a technical analysis would be assessment of technical options for gas recovery and usage in the Western United States. Other potential topics that may be assigned by CMOP under this task order include abandoned coal mines, surface coal mines, and ventilation air methane. An example of a policy analysis would be an evaluation of carbon prices as incentives for coal mine methane project development in the US. An example of a regulatory analysis would be assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF – Underground Coal Mines). An example of a legal analysis would be assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Production of a written consultation or analysis shall correspond to the following timeline:

Deliverable	Due Date
1.1) Kick off meeting	Within one week of receipt of TOPO TD
1.2) Draft Analysis Outline	One week following receipt of TOPO TD
1.3) Final Analysis Outline	Three days after receipt of TOPO comments on 1.2.
1.4) Draft Analysis	As directed by TOPO, or two weeks after receipt of TOPO comments on 1.3.
1.5) Final Analysis	As directed by TOPO, or one week after receipt of TOPO comments on 1.4.

Subtask 2: Assist with Domestic Outreach

EPA staff conducts outreach and produces outreach materials through CMOP for the CBM/CMM community. The contractor shall provide up to 15 outreach material deliverables

(e.g., PowerPoint presentations, memorandums on project and technology opportunities, and html documents) based upon written technical direction from the EPA TOPO. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos.

Outreach materials and activities may include, but are not limited to, the following:

- 1) White paper(s) and presentation(s)
- 2) Short news articles
- 3) Other outreach materials
- 4) *CBM Extra*
- 5) CBM Notes
- 6) Respond to public queries
- 7) Exhibit at conferences or events
- 8) Contact individual coal mines
- 9) Assist with technical support for CMOP annual conference

Further details on each of these potential activities is described below. Development of each deliverable, including specific deadlines, shall be based on the specific written technical direction. For planning purposes, conceptual timelines are provided for each type of deliverable below, but specific deadlines will be specified by the TOPO through written technical direction.

- 1) White paper(s) and presentation(s). Based upon the TOPO's written direction, the contractor shall develop white paper(s) or presentation(s), on a topic directed by the TOPO (e.g., ventilation air methane). For planning purposes, this work shall correspond to the following conceptual timeline:

Deliverable	Due Date
2.1) Kick off meeting	Within one week of receipt of TOPO TD
2.2) Draft paper / presentation	One week following receipt of TOPO TD
2.3) Final formatted paper / presentation	Three days after receipt of TOPO comments on 2.2.

- 2) Short news articles. Production of the short news article(s) shall correspond to the following conceptual timeline, for planning purposes only:

Deliverable	Due Date
3.1) Kick off meeting	Within one week of receipt of TOPO TD
3.2) Draft Article/flyer Outline	One week following receipt of TOPO TD
3.3) Final Article/flyer Outline	Three days after receipt of TOPO comments on 3.2.
3.4) Draft Article / flyer	Two weeks after receipt of TOPO comments on 3.3.
3.5) Final Article / flyer	One week after receipt of TOPO comments on 3.4.

- 3) Other outreach materials. Production of other outreach materials may entail development of content as well as graphics and layout for new materials (such as flyers, posters, fact sheets, white papers, banners, CDs, or videos). Development of these outreach materials

will be based on specific technical direction from the TOPO. For planning purposes only, the following conceptual timeline is provided:

Deliverable	Due Date
4.1) Kick off meeting	Within one week of receipt of TOPO TD
4.2) Draft Outreach Material Outline	One week following receipt of TOPO TD
4.3) Final Outreach Material Outline	Three days after receipt of TOPO comments on 4.2.
4.4) Draft Outreach Material	As directed by TOPO following comments on 4.3.
4.5) Final Outreach Material	As directed by TOPO following comments on 4.4.

- 4) CBM Extra. The *CBM Extra* is a newsletter that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released three times a year and includes short news articles on domestic and international CMM activity, dates for upcoming events, and recent CMM-related publications. Each *CBM Extra* may also include an in-depth analytical article on issues affecting the industry. Examples of analytical articles include an evaluation of the world market or ventilation air methane, challenges to developing CMM projects in the Western United States, and using CMM for power generation.

At the TOPO's written direction, the contractor shall format and prepare for electronic publication up to four (4), 8-12 page editions of the *Coalbed Methane (CBM) Extra*. The contractor shall develop ideas for articles that are timely, relevant, and news-worthy and shall produce up to one analytical article, up to two short news articles, a calendar of CMM-related events and news "blurbs" for each *CBM Extra*, as directed by the TOPO. The Summer 2010 issue shall serve as a template for future *CBM Extras*.

Formatting and preparation of the *CBM Extra*, including appropriate deadlines, shall be directed by the TOPO. For planning purposes, the following conceptual timeline is provided:

Deliverable	Due Date
5.1) Kick off meeting	Within one week of receipt of TOPO TD
5.2) Draft Formatted CBM Extra	One week following receipt of TOPO TD
5.3) Final Formatted CBM Extra	Three days after receipt of TOPO comments on 2.2.

For planning purposes only, production of articles for the *CBM Extra* shall correspond to the following conceptual timeline:

Deliverable	Due Date
6.1) Kick off meeting	Within one week of receipt of TOPO TD
6.2) Draft Article Outline	One week following receipt of TOPO TD
6.3) Final Article Outline	Three days after receipt of TOPO comments on 3.2.
6.4) Draft Article	Two weeks after receipt of TOPO comments on 3.3.
6.5) Final Article	One week after receipt of TOPO comments on 3.4.

- 5) CBM Notes. *CBM Notes* are a bi-weekly email sent out by CMOP to inform the program's stakeholders about interesting and newsworthy events, publications, or news items related to the CBM and CMM industries. Generally about 100 to 400 words in length, *CBM Notes* are typically distributed each Thursday to a subset of the CMOP database.

At the TOPO's written direction, the contractor shall provide content, writeup, and formatting for up to 20 CBM Notes.

Production of the CBM Note(s) shall correspond to the following timeline:

Deliverable	Due Date
7.1) Kick off meeting	Within one week of receipt of TOPO TD
7.2) Draft CBM Note	One week following receipt of TOPO TD
7.3) Final CBM Note	Three days after receipt of TOPO comments on 4.2.

- 6) Respond to public queries. CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an as-needed basis, typically within one to two days. At the TOPOs' written direction, the contractor shall provide the TOPO with assistance in responding to up to 15 public queries either in writing or verbally (as specified by TOPO).
- 7) Exhibit at conferences and events. EPA staff attends and exhibits outreach material at various coal and CBM conferences and workshop around the United States throughout the year. The contractor shall travel up to one (1) domestic conference and assist EPA staff with procuring, setting up, and staffing the conference exhibit booth space. The contractor shall assist with conducting outreach to conference attendees. This outreach may include, at the TOPO's written direction, participation in the CMOP conference, including preparation of and delivery of a presentation.
- 8) Contact individual coal mines. At the TOPO's written direction, the contractor may be requested to contact individual coal mines or coal mining companies to determine their specific needs, interests, etc. as they relate to coal mine methane project development, and their willingness to work with EPA staff in this area.
- 9) Technical support for CMOP Conference. EPA sponsors and organizes an annual, national-level conference covering issues related to coal mine methane project development in the US and internationally. The EPA COR may request assistance related to technical support for this conference, including travel or logistical support for selected participants or international delegates, assistance in moderating sessions or panel discussions, arranging for interpretation (translation) for international delegates present, assisting with site visit logistics, or other logistical support as directed by the TOPO.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. Up to four (4), one-person, 2-to 4-day trips within the continental U.S. is anticipated under this task order.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. PACKAGING, PACKING, AND SHIPPING INSTRUCTIONS

None

XI. INSPECTION AND ACCEPTANCE CRITERIA

See Section E of the contract.

XII. ACCOUNTING AND APPROPRIATIONS DATA

See item 17 of DD form 1155, Order of Supplies or Services.

XIII. OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS

None

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 05/22/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0009	
				10B. DATED (SEE ITEM 13) 02/07/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to re-assign the administrative role of Alternate COR to Felicia Ruiz for the period of performance of this task order.

TOPO: Jayne Somers

Alt TOPO: Felicia Ruiz

TOPO: JAYNE SOMERS

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$0.00

New Total Amount for this Award: \$38,418.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 05/22/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0009/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Alternate COR/Project Officer changed to : Felicia Ruiz Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/07/2011 to 09/30/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 08/22/2012		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-12-02115	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0009	
				10B. DATED (SEE ITEM 13) 02/07/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$51,797.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to obligate additional funding in the amount of \$51,797.00 with a level of effort of 340 direct labor hours in order to provide additional support under subtasks (1) and (2) to Task 1 in the Statement of Work as follows:

Task 1, Sub-Task 1: Analyses and Technical Support for Domestic Recovery and Use of Coal Mine Methane - The contractor shall review technical documents, respond to inquiries on coal mine methane and conduct data collection to support written or verbal consultations/analyses, including memorandums, reports, and conference calls. These analyses shall be succinct and clearly outline the advantages and disadvantages of the various topics considered. Up to four (4) additional analyses are anticipated under this task. The contractor shall conduct these analyses upon written technical direction by the Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 08/22/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0009/002PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>EPA TOPO (+160 hours).</p> <p>Task 1, Sub-Task 2: Assist with Domestic Outreach - The contractor shall assist with outreach to US coal mines and provide up to five (5) additional outreach material deliverables (e.g. PowerPoint presentations, memorandums on project and technology opportunities, and html documents) based upon written technical direction from the EPA TOPO. In addition, the contractor shall support the CMOP Annual Conference with presentations and technical assistance. Up to three (3) additional, one person, 2-4 day trips within the continental US is anticipated for this support (+180 hours).</p> <p>The total estimated cost of this task order has increased by \$51,797.00, from \$38,418.00 to \$90,215.00, with a total level of effort of 580 direct labor hours. This task order is fully funded through its completion date of 30 September 2012. All other terms and conditions remain unchanged.</p> <p>TOPO: Jayne Somers Alt TOPO: Felicia Ruiz TOPO: JAYNE SOMERS LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: \$51,797.00 New Total Amount for this Version: \$90,215.00 New Total Amount for this Award: \$90,215.00 Obligated Amount for this Modification: \$51,797.00 New Total Obligated Amount for this Award: \$90,215.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$38,418.00 to \$90,215.00 Obligated Amount for this modification: \$51,797.00</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$38,418.00 to \$90,215.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-58F4-101A46XP4-2505-1258FC2649-001 Beginning FiscalYear 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 58F4 Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0009/002

PAGE OF

3

3

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Quantity: 0 Amount: \$51,797.00 Percent: 100 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 02/07/2011 to 09/30/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 112947395 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0009		10B. DATED (SEE ITEM 13) 02/07/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 31 December 2012, at no cost to the government.

TOPO: Jayne Somers

Alt TOPO: Felicia Ruiz

TOPO: JAYNE SOMERS Max Expire Date: 12/31/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 31-DEC-12

Maximum Potential Expiration Date changed to : 12/31/2012

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0009/003

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	End Date changed from 30-SEP-12 to 31-DEC-12 Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 02/07/2011 to 12/31/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 12/03/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0009	
				10B. DATED (SEE ITEM 13) 02/07/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to February 28, 2013 with no increase to the task order ceiling.

TOPO: Jayne Somers

Alt TOPO: Felicia Ruiz

TOPO: JAYNE SOMERS Max Expire Date: 02/28/2013

Delivery Location Code: OAR/OAP/CCD

OAR/OAP/CCD

US Environmental Protection Agency

1200 Pennsylvania Avenue NW

Mail Code: 62107J

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rachel Schwartz	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0009/004PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 02/07/2011 to 02/28/2013				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/06/2012		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0010		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 0010 - "CMOP Conference and Event Support" is \$76,604.00 for a total level of effort of 620 direct labor hours. The task order is fully funded through its completion date Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$76,604.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER	
---	--	---	--

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/06/2012	EP-W-10-019	0010

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>of 31 January 2013, contingent upon the exercise of Option Period II. COR: Pamela Franklin Alt COR: Felicia Ruiz TOPO: Pamela Franklin Max Expire Date: 09/30/2012 Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 03/06/2012 to 09/30/2012</p> <p>Recommendation to Award Competitive Task Order Request entitled "Coalbed Methane Outreach Program (CMOP) Conference and Event Support" to ERG, under Contract No. EP-W-10-019</p> <p>New task order award for "CMOP Conference and Event Support." Requisition No: PR-OAR-12-00906</p> <p>Accounting Info: 12-13-B-58F4-101A46-2505-1258FC2538-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2538-001 Funding Flag: Complete Funded: \$76,604.00</p> <p>Recommendation to Award Competitive Task Order Request entitled "Coalbed Methane Outreach Program (CMOP) Conference and Event Support" to ERG, under Contract No. EP-W-10-019</p>				76,604.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$76,604.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**US Environmental Protection Agency
Coalbed Methane Outreach Program**

Task Order

Contracts EP-W-10-019, EP-W-10-022, EP-W-10-023

**STATEMENT OF WORK:
Coalbed Methane Outreach Program (CMOP)
Conference and Event Support**

I. BACKGROUND

The U.S. Environmental Protection Agency's Coalbed Methane Outreach Program (CMOP) promotes the profitable recovery and use of coal mine methane (CMM) to mitigate greenhouse gas emissions from the coal mining industry. CMOP works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane gas that otherwise would be vented to the atmosphere.

The purpose of this Task Order is to provide logistical support for two events:

- (1) A national-scale conference in the United States sponsored by CMOP to promote viable coal mine methane projects, including conventional projects utilizing drained gas at U.S. mines; and
- (2) A roundtable event focused on the needs and concerns of the U.S. coal mining community anticipated to be subject to requirements of Subpart FF of the Greenhouse Gas Reporting Program.

Since 2007, EPA has sponsored a national-level conference focusing on coal mine methane recovery and utilization opportunities, challenges, and successes in the US. Proceedings from these events are found on CMOP's website: <http://www.epa.gov/cmop/conf/index.html>

Under this Task, the contractor shall play a primary role in organizing, planning, conducting, and facilitating a two- to three-day conference to update U.S. mine operators, project developers, technology vendors, and investors about the opportunities available for coal mine methane project development in the U.S., the benefits of CMM projects, commercially available CMM technologies, and project financing mechanisms.

The contractor shall also facilitate a one-day roundtable meeting, which might target the special needs and concerns of the CMM project development or carbon financing communities, including (as appropriate) education about coal mine methane recovery and utilization projects.

The period of performance for this Task Order is from the date of approval through January 31, 2013, to enable completion of the conference, to be held sometime in the fall of 2011, and subsequent follow-up activities. Activities listed in this task order are not duplicative of activities under other CMOP task orders.

II. OBJECTIVE

This Task Order will provide EPA with logistical support to achieve the following objectives:

- (1) To provide support for a national (U.S.) CMM Conference to successfully educate the American public and key communities on the opportunities and benefits of recovering and utilizing U.S. coal mine methane, and
- (2) To provide support for a roundtable event for education and outreach to the U.S. project development or investment communities.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, and 1.2.3.

IV TASK DESCRIPTIONS

This task shall be driven through the issuance of technical direction (TD) from the Task Order Project Officer (TOPO) or the Alternative TOPO (ATOPO), collectively referred to hereafter as the TOPO. The contractor shall not begin work on the Task Order until receiving background information and specific instruction to begin work on the Task Order through the issuance of TD from the TOPO.

Following receipt of the TOPO's Technical Direction (TD), the contractor shall prepare deliverables for TOPO review and comments. The contractor shall incorporate the TOPO's comments into the deliverable, perform additional information gathering as required, and submit final deliverables to the TOPO.

Upon request from the TOPO, the contractor shall provide all background information collected during completion of the Task Order.

This Task Order consists of two (2) Tasks, described below.

Task 1. Support for CMOP Annual U.S. Coal Mine Methane Conference

This task requests the contractor to provide logistical and technical support for a national CMOP conference focused on coal mine methane recovery and utilization in the U.S.

Task 1 consists of three (3) subtasks related to the conference: Subtask 1 consists of selecting the venue and date; Subtask 2 consists of providing logistical support; and Subtask 3 consists of providing technical support.

Subtask 1: Select Venue and Dates for the Conference

With TOPO consultation, the contractor shall select the site and date for the conference. The contractor shall prepare a short memo outlining the steps to securing a location, including overall conference logistical recommendations and key factors to be considered.

The contractor shall propose at least two (2) potential host cities and shall provide the TOPO with information on proximity of each venue to mine project site; industry events that may already be scheduled at the venue; costs; access to transportation (airports, etc); and major venue terms and restrictions. Based on this information, the TOPO in consultation with the contractor shall select the preferred site and dates. One possible site consideration would be for a conference in or near Pittsburgh, PA or Morgantown, WV.

This conference should be held in the U.S., preferably within reasonable driving distance of one or more coal mines that may be in need of assistance with drainage or methane recovery and utilization issues, and within reasonable driving distance of a potential site for a field visit or tour (e.g., an ongoing or planned coal mine methane recovery project).

The target conference participants would be members of the mining community, project developers, technology vendors, technical consultants, project investors and financiers, etc. The conference should be planned to accommodate between 100 and 150 or more participants.

The ideal venue should have sufficient space to allow for exhibits or displays from sponsoring organizations.

Consideration should be given to the possibility of locating the conference on the margins of (e.g., immediately prior to or following, in the same location or in close proximity to) existing events that may be of interest to target conference participants, but co-locating this conference is not necessarily the primary objective.

Preferential timing for the event would be late September through early December (excluding Thanksgiving week or conflicts with other major national holidays or events (e.g., Election Day) or conferences). The conference dates shall be approved by the TOPO and shall preferably be held on a Tuesday, Wednesday, and Thursday to allow for travel time to and from the conference.

For purposes of this request, contractors should assume that the conference will consist of activities for two 8-hour days, in addition to a site visit to a nearby mine on the third day.

In terms of possible field trip destinations, the contractor shall consider coal mines or coal mine methane facilities near the conference site, including ongoing project sites, sites with projects under development, or candidate sites for projects. Site visits could include active underground, surface, or abandoned coal mines. The contractor shall consider the willingness of the site personnel to host such a visit and the logistics of arranging such a visit.

Subtask 2 – Logistical Support for CMOP Coal Mine Methane Conference

The contractor shall provide logistical support for the conference before, during, and after the event. Specific activities to be performed by the contractor under this subtask include the following:

1. Develop a calendar and timeline. The contractor shall develop and provide the TOPO with a conference logistics calendar within two weeks of approval of the Task Order. The contractor shall update this calendar on a monthly basis until 2 months prior to the conference, upon which it shall be revised on a biweekly basis. The contractor shall provide copies of this calendar, as revised, to the EPA TOPO. The contractor shall conduct bi-weekly conference calls with the TOPO to discuss progress on conference planning.

2. Coordinate with venue. The contractor shall coordinate all activities with the conference facility, from identifying the conference location and negotiating the contract to coordinating all logistical activities through the end of the event. This includes determining space requirements, food and drink options, identifying and securing facilities, coordinating hotel accommodations, including a block of rooms at U.S. Government rates, coordinating the proper setup of the

facilities and audiovisual requirements (e.g. overheads, slide projectors, screens, video cameras, computers and video displays) for all sessions, and coordinating exhibit space, etc. Contractor must comply with all USEPA and federal regulations and Executive Orders relating to conferences.

3. Coordinate conference registration and develop a conference website. The contractor shall develop and update an easily-accessible conference website that is able to accept online payment of food fees, following EPA web regulations at all times:

- 1) Develop a website that provides key logistic information about the conference, including travel suggestions (nearby airport, train station, driving directions, etc.), hotel accommodations, conference event information (agenda, welcome reception, field trip, etc.) and links to more information about the host city.
- 2) Post to the web all registration materials at least 12 weeks prior to the conference (per the conference logistics calendar).
- 3) Keep the conference website updated as needed (posting revised agenda, logistics, sponsor logos, etc.).
- 4) Coordinate all conference registration, via mail, fax, website, and onsite at the event.

4. Develop a marketing plan. At least five months before the conference, the contractor shall provide an outreach plan for marketing the conference and shall follow-up to ensure that the conference will be added to the calendar of events for up to 10 major journals, trade associations, and/or list-serves (such as Climate-L). The contractor shall promote the conference via such modes as e-mail communication to the CMOP contact list, hard copy letters or emails to previous participants and up to 100 additional people per TOPO direction, and other means, as determined by the TOPO and contractor. The contractor shall develop and mail or e-mail a conference announcement as well as up to 10 reminder emails.

5. Coordinate with speakers. The contractor shall coordinate all speakers for the event. This includes, but is not limited to, tracking speaker status, confirming speaker registration and accommodations, gathering electronic presentations and biographies and forwarding these to the TOPO, following up with speakers as necessary, and ensuring that all speaker presentations, including videos, work with the conference site audiovisual equipment.

6. Coordinate with sponsors. Working with the TOPO, the contractor shall develop criteria for conference sponsorship (e.g. platinum, gold, silver, bronze sponsorship levels) and/or sponsorship of specific events such as luncheons or a welcome reception. Upon development of these criteria, the contractor shall contact relevant companies concerning possible conference sponsorship. If a company agrees to sponsor, the contractor shall coordinate payment between the conference venue and the sponsor in accordance with all relevant EPA and federal policies.

The contractor and EPA shall not directly collect funds from any sponsors. The contractor shall arrange to obtain appropriate logos from all sponsors and shall coordinate all logistics necessary for sponsor accommodations, creating appropriate signage and recognition, including on the conference website, conference announcements and reminders, and venue signs.

7. Prepare conference materials. The contractor shall prepare all conference materials for participants. These materials include, but are not limited to, name badges, agendas, presentation materials, attendee lists, evaluation forms, and handouts / giveaway materials (as appropriate). The contractor shall create a conference summary to be placed on the CMOP website, along with electronic copies of all presentations, to be distributed to conference participants upon conference completion.

8. Handle conference funds. Contractor shall handle all conference-associated moneys in accordance with appropriate EPA regulations. This includes arranging all transactions with hotel and sponsors, collecting food fees, etc. The contractor shall arrange and pay for all meals and coffee breaks for conference attendees. The contractor is permitted to charge participants for meals and seek sponsorship funds to cover meals and breaks for the conference, in accordance with applicable EPA rules. The contractor shall inform participants of sponsorship opportunities. The sponsor funds will go directly towards payment of conference site charges for food and beverages, which will offset the food fee charged to conference participants who choose to pay for food. The contractor shall coordinate directly with sponsors regarding their involvement and participation in the agenda of the conference. The contractor shall include payment options for participants who choose not to participate in food events.

Coordination of meal and break payment includes all payment coordination with participants, sponsors and conference site, including, but not limited to, collecting the money, coordinating payment with the conference site, settling costs, etc.

Based on anticipated levels of attendance, the contractor shall determine total food cost and plan for sponsorship and participant fees appropriately. The contractor shall monitor incoming fees and adjust as necessary (i.e. cutting off sponsorship opportunities) as target totals are reached.

10. Coordinate field trip. If a venue near a CMM project site was selected in Task 1, the contractor shall request access to the site for a field trip. If access is granted, the contractor shall coordinate all logistical arrangements including bus rental, signage, signup, and all relevant coordination with field trip host for the field trips.

11. Conduct close-out activities. The contractor shall perform all close-out activities with the conference site. The contractor shall also prepare thank you letters for speakers, sponsors, and participants.

12. Prepare recommendations. Upon conclusion of the conference, the contractor shall prepare for the TOPO a set of recommended next steps to build on the outcomes and discussions at the conference, including results from an evaluation of the conference (online survey made available through email follow-up).

13. Support during conference. During the conference, contractor and staff shall coordinate all logistics in person including manning the registration table, collecting moneys, communicating with venue staff, assisting speakers and sponsors, and dealing with all contingencies.

Subtask 3 – Technical Support for CMOP Coal Mine Methane Conference

For this Subtask, the contractor shall provide support for development of the technical agenda and presentation content for the CMOP CMM Conference. The contractor shall propose a potential theme and agenda framework for the conference, building upon the successful frameworks of the U.S. Coal Mine Methane Conferences (see CMOP website for agenda and presentations) from 2007 through 2011.

Possible topics to be covered at the conference include, but are not limited to, the following:

- Emerging, new technologies and practices

- Successful industry projects and case studies
- Opportunities and challenges for CMM projects in the United States and internationally

Following consultation with the TOPO and selection of an overall theme and agenda framework, the contractor shall provide suggestions on presentation topics; secure qualified and engaging speakers; and schedule conference sessions in order to optimize attendance and create a logical and comfortable flow of events. The contractor shall place particular emphasis on strong technical sessions with industry and relevant guests leading discussions. The TOPO shall be consulted for approval prior to speaker invitations being issued.

After discussion and agreement with the TOPO, the contractor shall be responsible for inviting and confirming all speakers and presentation topics. This includes identifying speakers for all sessions, sending invitation letters to the speakers, securing speakers' attendance at the conference, preparing bullet points that summarize the agreed-upon presentation content, and conducting a basic check of each presentation to ensure that content is the same or similar to what was agreed to, including a cursory review by a technical staff member. The contractor shall, if directed by the TOPO, prepare up to one (1) presentation for the conference.

Task 2 – Support for U.S. Coal Mining Industry Roundtable

The contractor shall provide logistical and technical support for a roundtable event for outreach to the U.S. coal mining industry. The purpose of this event will be to provide targeted education and outreach to this constituency group about coal mine methane project development, and to make them aware of the Greenhouse Gas Reporting Program, Subpart FF regulations and the opportunities for methane mitigation and recovery.

This meeting would be targeted to about 20 to 40 participants total and ideally would be held either (a) in or near Washington, DC, preferably sometime during the summer of 2012, or (b) possibly as an adjunct event to the conference. It would be a one-day event between 4 and 8 hours long. It will be structured as a series of presentations, panel discussions, and informal discussions. It should include appropriate refreshment breaks and meals. Participants should be charged a food fee in accordance with EPA policies.

The contractor shall solicit participation from selected organizations, with the TOPO's input, and shall arrange all logistics for the meeting, including the following:

- 1) Identifying appropriate venues and selecting the date and location with input from the TOPO.
- 2) Developing a timeline for planning the event.
- 3) Announcing the event through appropriate media, focusing on the target audience.
- 4) Coordinating logistical details with the venue, including the room space and setup, audio-visual / presentations, breaks/ meals, registration (online and/or onsite), fees for food, follow-up emails thanking participants and speakers.
- 5) Coordinating with speakers, including handling presentations.
- 6) Prepare meeting materials including name badges, record of attendees, preparation of agendas and handouts.
- 7) Handle all monies associated with this event, per EPA policies.
- 8) Provide support during the meeting (e.g., registration, note-taking, onsite logistical coordination and support).

The contractor shall assist EPA in identifying appropriate speakers (e.g., from private exchanges, from World Bank, IMF, etc.) and shall assist EPA in soliciting presentations from others as appropriate.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office, at the conference site, and at the roundtable meeting site (presumed to be Washington DC). Travel anticipated under this Task Order includes the following: up to two (2) person-trips to the conference site and to the field trip site (if any) for advance meetings to arrange the site visit, if necessary, and up to three (3) person trips to the conference site to provide logistical support during the event itself; up to 4 person trips total to Washington DC for the roundtable event support.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to January 31, 2013.

VII. DELIVERABLE/ DELIVERY SCHEDULE

The contractor shall provide the TOPO with both electronic and hard copies of all deliverables, unless otherwise specified by the TOPO.

Deliverables	Due Date
Kick-off meeting	Within 1 week of Task Order issuance
Bi-weekly conference calls with TOPO	As directed by the TOPO
TASK 1: CONFERENCE SUPPORT	
Subtask 1: Select a Conference Venue	
Memo outlining steps to secure a location, including overall conference logistical recommendations	2 weeks after kickoff call
Memo proposing candidate venues with information about each	4 weeks after kickoff call
Agreement with selected venue for meeting space, block of rooms, etc.	As soon as possible after selection of preferred venue
Subtask 2: Provide Conference Logistical Support	
Conference logistics calendar	2 weeks after Task Order issuance
Updated conference logistics calendar	Monthly until 2 months prior to conference, then bi-weekly
Conference website (draft)	6 weeks after kickoff call
Marketing strategy for conference	6 weeks after kickoff call
Conference announcements (up to 5 total)	5, 4, 3, 2, and 1 month prior to conference or as directed
Sponsor information packages / signage	3 months prior to the conference

Conference participant materials packets	1 week prior to conference
Onsite conference support (including field trip support)	1 day prior and during conference
Conference summary	2 weeks after conference
Conference presentations in electronic format and posted to website	2 weeks after conference
Thank you letters to sponsors, participants and speakers	2 weeks after conference
Recommendation to TOPO based on conference discussions	2 weeks after conference
Summary of conference finances	2 weeks after conference
Results of evaluation forms from conference participants	2 weeks after conference
Subtask 3: Conference Technical Support	
Proposal for themes / formats	4 weeks after kickoff
Preliminary conference agenda proposal, including speakers	1 month after selection of preferred theme
Revised conference agenda proposal, including speakers	2 weeks after TOPO feedback
Speaker/presentation bullet points	3 months prior to conference
Final conference agenda, including speakers	3 months prior to conference
Develop draft presentation	2 months prior to the conference
Develop final presentation based on TOPO comments	2 weeks prior to the conference
TASK 2: ROUNDTABLE SUPPORT	
Memorandum with proposed dates and venues	2 weeks following TD
Timeline	2 weeks following TD
Announcements	Per TD
Preliminary agenda	4 weeks following TD
Final agenda	2 weeks following TOPO comments
Memo summary of roundtable and discussions, including recommendations for follow-up and next steps	2 weeks following roundtable
Summary of event finances	2 weeks after roundtable

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/ GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. TASK ORDER EVALUATION CRITERIA

The Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria in descending order of importance:

1. **Technical Experience:** Staff skills and technical background necessary to complete the work described in this task order including:
 - Experience in providing logistical support for professional conferences, roundtables, and technical workshops;
 - Demonstrated knowledge of and expertise in EPA conference regulations and federal policies regarding conferences and EPA web regulations as needed for this Task Order;
 - Knowledge of the US coal mining industry, the US and international coal mine methane markets, and CMM project development and financing communities;
 - Technical and communication skills required to perform the task(s) as evidenced by prior products for the Coalbed Methane Outreach Program or other programs.
2. **Technical Approach:** Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
3. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and providing logistical support and outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
4. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected for each sub-task, their relevant experience and qualifications, and their availability for the task.
5. **Price:** Propose a total price for this requirement and include the price for each task. For each task, describe the total price, including all labor costs, and other direct costs (travel, subcontractor, materials, etc.).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 05/29/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 112947395 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0010		10B. DATED (SEE ITEM 13) 03/06/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to re-assign the administrative roles of COR and Alt COR for this task order as follows:

COR: Felicia Ruiz

Alt COR: Jayne Somers

TOPO: Felicia Ruiz Max Expire Date: 09/30/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$0.00

New Total Amount for this Award: \$76,604.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 05/29/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0010/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contracting Officer Representative changed from Pamela Franklin to Felicia Ruiz TOPO (Task Order Project Officer) changed to : Felicia Ruiz Alternate COR/Project Officer changed to : Jayne Somers Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 03/06/2012 to 09/30/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0010	
				10B. DATED (SEE ITEM 13) 03/06/2012	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance of this task order to 31 December 2012, at no cost to the government.

COR: Felicia Ruiz

Alt COR: Jayne Somers

TOPO: Felicia Ruiz Max Expire Date: 12/31/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 31-DEC-12

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$76,604.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0010/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$76,604.00 Maximum Potential Expiration Date changed to : 12/31/2012 CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 30-SEP-12 to 31-DEC-12</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/06/2012 to 12/31/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 09/26/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE HPOD	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0010	
				10B. DATED (SEE ITEM 13) 03/06/2012	
CODE 112947395		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of of performance of this task order to 31 December 2012, at no cost to the government.

COR: Felicia Ruiz

Alt COR: Jayne Somers

TOPO: Felicia Ruiz Max Expire Date: 12/31/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-SEP-12 to 31-DEC-12

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$76,604.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 09/26/2012

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0010/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$76,604.00 Maximum Potential Expiration Date changed to : 12/31/2012 CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 30-SEP-12 to 31-DEC-12</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/06/2012 to 12/31/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 04/12/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0010 10B. DATED (SEE ITEM 13) 03/06/2012	
CODE 112947395		FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$3,376.45
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to deobligate \$3,376.45 and reduce the total estimated cost to \$73,227.55. Contractor concurrence via email dated 21 March 2013.

COR: Felicia Ruiz

Alt COR: Jayne Somers

TOPO: Felicia Ruiz Max Expire Date: 12/31/2012

CHANGES FOR ACCOUNTING CODE:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 04/12/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0010/003PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	12-13-B-58F4-101A46-2505---1258FC2538-001 Account code changed from 12-13-B-58F4-101A46-2505-1258FC2538-001 to 12-13-B-58F4-101A46-2505---1258FC2538-001 Amount changed from \$76,604.00 to \$73,227.55 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 03/06/2012 to 12/31/2012				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

10

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/16/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0011		4. REQUISITION/REFERENCE NO. PR-OAR-13-00385		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM	<input type="checkbox"/> h. EDWOSB			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 11 "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - Turkey" is \$75,235 for a level of Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$75,235.00
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive				\$75,235.00
c. CITY		d. STATE	e. ZIP CODE			
Durham		NC	27711			17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

23. NAME (Typed)
Margaret Kline
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/16/2013	EP-W-10-019	0011

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>effort of 473 labor hours. ERG shall complete one pre-feasibility study in Turkey.</p> <p>This task order is fully funded with Global Methane Initiative funding (Department of State). The completion date is December 31, 2013 contingent upon exercise of the option year.</p> <p>COR: Felicia Ruiz 202-343-9129 Alt COR: Jayne Somers 202-343-9896 CO&Admin CO: Margaret Kline</p> <p>STATEMENT OF WORK: Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.</p> <p>Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.</p> <p>Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/16/2013	EP-W-10-019	0011

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.</p> <p>This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).</p> <p>The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to provide technical and analytical services</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/16/2013	EP-W-10-019	0011

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.</p> <p>This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.</p> <p>It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/16/2013		CONTRACT NO. EP-W-10-019			ORDER NO. 0011		
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	<p>which alternatives and scenarios are considered for the subsequent Sub-Tasks.</p> <p>In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Sub-Task 1: Identification of a project host mine site in consultation with the COR</p> <p>The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.</p> <p>If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.</p> <p>Note: It is anticipated that there will be a maximum of one (1), one-person</p> <p>Continued ...</p>						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/16/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0011
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.</p> <p>Sub-Task 1 Deliverables</p> <p>1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD</p> <p>1-2 Trip report(s) Within ten days completion of trip</p> <p>1-3 Bi-weekly conference calls. Due Date - per TD</p> <p>1-4 Selection of mine site. Due Date: within 12 weeks of TD</p> <p>Sub-Task 2: Preparation of pre-feasibility study</p> <p>The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.</p> <p>The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.</p> <p>The Pre-Feasibility Study shall include the following elements:</p> <ul style="list-style-type: none"> o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations. o List of all maps, figures, tables, exhibits and appendices in the study. o An Executive Summary that summarizes the <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/16/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0011
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).</p> <ul style="list-style-type: none"> o Background section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management. o Introduction section that discusses the study's objective / purpose and other relevant information. o Summary of mine characteristics (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.) o Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.). o Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study. o Assessment of technical possibilities to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc. o Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts. o Preliminary cost-benefit analysis (e.g., return on investment, simple payback, etc.) for each technically viable scenario. o Conclusions section. Summary of viable project scenarios based on technical, <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/16/2013	EP-W-10-019	0011

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>market, and cost assessments and economic analyses.</p> <p>o Recommendations section that proposes next steps in order to refine analysis and move the project forward.</p> <p>The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).</p> <p>Sub-Task 2 Deliverables</p> <p>2-2 Biweekly conference calls. Due Date: per TD</p> <p>2-1 Trip report. Due Date: Within ten days of trip completion</p> <p>2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD</p> <p>2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline</p> <p>2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD</p> <p>Sub-Task 3: Prepare final pre-feasibility study report</p> <p>The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.</p> <p>Sub-Task 3 Deliverables</p> <p>3-1 Biweekly conference calls. Due Date: per TD,</p> <p>3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.</p> <p>Sub-Task 4: Translation of final pre-feasibility study into host language</p> <p>The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/16/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0011
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).</p> <p>Sub-Task 4 Deliverables 4-1 Biweekly conference calls-Due Date: As scheduled by COR; 4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 weeks of finalization of English report.</p> <p>TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 12-13-BR-58FOX13-101A46-2505-1358FC3535-001 BFY: 12 EFY: 13 Fund: BR Budget Org: 58FOX13 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3535-001 Period of Performance: 01/16/2013 to 12/31/2013</p> <p>Award Competitive Task Order Request entitled "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) to ERG, under Contract No. EP-W-10-019, for \$75,235.00</p> <p>The obligated amount of award: \$75,235.00. The total for this award is</p>				75,235.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$75,235.00

**Coalbed Methane Outreach Program
Task Order
Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023**

STATEMENT OF WORK:

Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI)

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic support to develop pre-feasibility studies for the recovery and utilization of CMM globally.

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.

This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

Through this Task Order, EPA is seeking contractor support to prepare up to four (4) pre-feasibility studies for international coal mine methane recovery and utilization projects. EPA is seeking Contractor to prepare up to one (1) pre-feasibility study in China (*Task 1*) and up to three (3) pre-feasibility studies in other GMI partner countries (*Task 2*).

Identification of the site for a coal mine methane recovery and utilization project shall be done in consultation with the TOPO upon award of this task order. If the contractor has a short list of potential mines, this information is encouraged to be included in the proposal.

Activities listed in this task order are not duplicative with activities under other CMOP task orders.

II. OBJECTIVE

The objective of this task order is to provide EPA with technical and analytical support to advance the aims of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects. Specifically, EPA requests support for the preparation of up to four (4) pre-feasibility studies for potential international coal mine methane recovery and utilization projects. EPA is seeking contractor support to prepare up to one (1) pre-feasibility study in China (*Task 1*) and up to three (3) pre-feasibility studies in other GMI partner countries (*Task 2*).

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has 2 Tasks, each with 4 Sub-Tasks, listed and described in detail below.

- **Task 1: Development of a CMM pre-feasibility study in China**
- **Task 2: Development of international CMM pre-feasibility studies (excluding China)**

Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. All deliverables shall be submitted electronically to the TOPO. The final report should also be delivered in hard copy, bound format in triplicate.

This task order shall include up to four (4) international, one-person trips – up to one per pre-feasibility study - based on TOPO direction. These trips should be arranged based on overall efficiency and expediency. ***An overall trip plan for the task order must be developed and approved by the TOPO.*** For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.

It is anticipated that Sub-Task 1 (for both Tasks 1 and 2) will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.

In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the TOPO and the contractor to report on progress. It is expected that

for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.

Task 1: Development of a CMM pre-feasibility study in China

Sub-Task 1: Identification of a project host mine site in consultation with the TOPO

The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.

Note: It is anticipated that there will be a maximum of one (1), one-person international trip to China, to the potential host mine site(s) in conjunction with Task 1.

Sub-Task 1 Deliverables		Due Date
1-1	Kickoff meeting (via teleconference as appropriate)	Within one week of receipt of TOPO TD
1-2	Trip report(s)	Within ten days completion of trip
1-3	Bi-weekly conference calls	As scheduled by TOPO
1-4	Selection of mine site	Within 12 weeks of TD

Sub-Task 2: Preparation of pre-feasibility study

The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study shall include the following elements:

- **Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.**
- List of all **maps, figures, tables, exhibits and appendices** in the study.
- An **Executive Summary** that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).

- **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- **Introduction** section that discusses the study's objective / purpose and other relevant information.
- **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available **gas resources** (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of **market information**, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed **project costs** for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- **Recommendations** section that proposes next steps in order to refine analysis and move the project forward.

The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).

Sub-Task 2 Deliverables		Due Date
2-2	Biweekly conference calls	As scheduled by TOPO
2-1	Trip report	Within ten days of trip completion
2-3	Draft outline of pre-feasibility study	Within one week of TD
2-4	Final outline of pre-feasibility study	Within one week of TOPO comments on draft outline
2-5	Draft pre-feasibility study	Within 4 months receipt of TD

Sub-Task 3: Prepare final pre-feasibility study report

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments.

Sub-Task 3 Deliverables		Due Date
3-1	Biweekly conference calls	As scheduled by TOPO

3-2	Final pre-feasibility study report and recommendations	Within 3 weeks of receipt of comments from TOPO
-----	--	---

Sub-Task 4: Translation of final pre-feasibility study into host language

The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<http://www.epa.gov/cmop/>).

Sub-Task 4 Deliverables		Due Date
4-1	Biweekly conference calls	As scheduled by TOPO
4-1	Final translated pre-feasibility study report and recommendations	Within 4 weeks of finalization of English report

Task 2: Development of international CMM pre-feasibility studies (excluding China)

Sub-Task 1: Identification of a project host mine site in consultation with the TOPO

The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.

Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.

Sub-Task 1 Deliverables		Due Date
1-1	Kickoff meeting (via teleconference as appropriate)	Within one week of receipt of TOPO TD
1-2	Trip report(s)	Within ten days completion of trip
1-3	Bi-weekly conference calls	As scheduled by TOPO
1-4	Selection of mine site	Within 12 weeks of TD

Sub-Task 2: Preparation of pre-feasibility study

The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study shall include the following elements:

- **Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.**
- List of all **maps, figures, tables, exhibits** and **appendices** in the study.
- An **Executive Summary** that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- **Introduction** section that discusses the study's objective / purpose and other relevant information.
- **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available **gas resources** (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of **market information**, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed **project costs** for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- **Recommendations** section that proposes next steps in order to refine analysis and move the project forward.

The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).

Sub-Task 2 Deliverables	Due Date
-------------------------	----------

2-2	Biweekly conference calls	As scheduled by TOPO
2-1	Trip report	Within ten days of trip completion
2-3	Draft outline of pre-feasibility study	Within one week of TD
2-4	Final outline of pre-feasibility study	Within one week of TOPO comments on draft outline
2-5	Draft pre-feasibility study	Within 4 months receipt of TD

Sub-Task 3: Prepare final pre-feasibility study report

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments.

Sub-Task 3 Deliverables		Due Date
3-1	Biweekly conference calls	As scheduled by TOPO
3-2	Final pre-feasibility study report and recommendations	Within 3 weeks of receipt of comments from TOPO

Sub-Task 4: Translation of final pre-feasibility study into host language

The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<http://www.epa.gov/cmop/>).

Sub-Task 4 Deliverables		Due Date
4-1	Biweekly conference calls	As scheduled by TOPO
4-1	Final translated pre-feasibility study report and recommendations	Within 4 weeks of finalization of English report

V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. This Task Order may include up to four (4) international person-trips, as directed by the TOPO.

VI. PERIOD OF PERFORMANCE

The period of performance for this Task Order is from the date of award to September 30, 2013. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria:

1. **Technical Experience:** Staff skills and technical background necessary to complete the work described in this task order including:
 - Demonstrated experience in preparing pre-feasibility studies and full-fledged feasibility studies for large-scale coal mine methane and/or coalbed methane recovery and utilization projects in the United States or internationally;
 - Demonstrated experience and expertise in preparing economic and financial analyses, including pre-feasibility studies, particularly related to the coal mine methane/coalbed methane sector, including carbon financing as it relates to these projects;
 - Knowledge of and experience in dealing with the international coal mining, coal mine methane, and coalbed methane industries;
 - Understanding of regulatory and policy issues relating to coal mine methane usage internationally;
 - An understanding of foreign markets for heat, power, and natural gas;
 - An understanding of the technologies to produce, capture, and use coal mine methane, including but not limited to mine ventilation air;
 - Expertise in preparing methane resource assessments and evaluating and designing degasification and gathering system technologies;
 - Technical, analytic, and communication skills required to perform these task(s).
2. **Technical Approach:** Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform each of the discrete tasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
3. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
4. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected for each Task, their relevant experience and qualifications, and their availability for each task.
5. **Price:** Propose a price for each Task of this requirement, including a breakdown of all labor costs, and for all other direct costs (travel, subcontractor, materials, etc.). Failure to do this may result in disqualification of the proposal. Also propose the total price for all tasks in this Task Order.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 9	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 12/26/2013		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(X)		7. ADMINISTERED BY (If other than Item 6) CODE	
CODE 112947395		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0011	
				10B. DATED (SEE ITEM 13) 01/16/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance through January 10, 2014. There is no increase to the task order ceiling.

The total estimated cost for task order 11 "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - Turkey" is \$75,235 for a level of effort of 473 labor hours. ERG shall complete one pre-feasibility study in Turkey.

This task order is fully funded with Global Methane Initiative funding (Department of State). COR: Felicia Ruiz 202-343-9129

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/001

PAGE

OF

2

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alt COR: Jayne Somers 202-343-9896 CO&Admin CO: Margaret Kline</p> <p>STATEMENT OF WORK: Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.</p> <p>Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.</p> <p>Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.</p> <p>This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).</p> <p>The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/001

PAGE

OF

3

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to provide technical and analytical services to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.</p> <p>This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/001PAGE OF
4 9NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.</p> <p>It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.</p> <p>In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Sub-Task 1: Identification of a project host mine site in consultation with the COR</p> <p>The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/001PAGE OF
5 9NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.</p> <p>Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.</p> <p>Sub-Task 1 Deliverables</p> <p>1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD</p> <p>1-2 Trip report(s) Within ten days completion of trip</p> <p>1-3 Bi-weekly conference calls. Due Date - per TD</p> <p>1-4 Selection of mine site. Due Date: within 12 weeks of TD</p> <p>Sub-Task 2: Preparation of pre-feasibility study</p> <p>The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.</p> <p>The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.</p> <p>The Pre-Feasibility Study shall include the following elements:</p> <ul style="list-style-type: none">o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.o List of all maps, figures, tables, exhibits and appendices in the study.o An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/001

PAGE OF

6

9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>o Background section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.</p> <p>o Introduction section that discusses the study's objective / purpose and other relevant information.</p> <p>o Summary of mine characteristics (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)</p> <p>o Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).</p> <p>o Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.</p> <p>o Assessment of technical possibilities to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.</p> <p>o Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.</p> <p>o Preliminary cost-benefit analysis (e.g., return on investment, simple payback, etc.) for each technically viable scenario.</p> <p>o Conclusions section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.</p> <p>o Recommendations section that proposes next steps in order to refine analysis and move the project forward.</p> <p>The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/001

PAGE OF

7

9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Sub-Task 2 Deliverables</p> <p>2-2 Biweekly conference calls. Due Date: per TD</p> <p>2-1 Trip report. Due Date: Within ten days of trip completion</p> <p>2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD</p> <p>2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline</p> <p>2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD</p> <p>Sub-Task 3: Prepare final pre-feasibility study report</p> <p>The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.</p> <p>Sub-Task 3 Deliverables</p> <p>3-1 Biweekly conference calls. Due Date: per TD,</p> <p>3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.</p> <p>Sub-Task 4: Translation of final pre-feasibility study into host language</p> <p>The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).</p> <p>Sub-Task 4 Deliverables</p> <p>4-1 Biweekly conference calls-Due Date: As scheduled by COR;</p> <p>4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 weeks of finalization of English report.</p> <p>TOPO: FELICIA RUIZ</p> <p>The purpose of this modification is to extend the period of performance through January 10, 2014. There is no increase to the task order ceiling.</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/001

PAGE OF

8

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 01/16/2013 to 01/10/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 9	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 01/07/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0011	
				10B. DATED (SEE ITEM 13) 01/16/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance through March 30, 2014. There is no increase to the task order ceiling.

The total estimated cost for task order 11 "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - Turkey" is \$75,235 for a level of effort of 473 labor hours. ERG shall complete one pre-feasibility study in Turkey.

This task order is fully funded with Global Methane Initiative funding (Department of State). COR: Felicia Ruiz 202-343-9129

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 01/07/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/002PAGE OF
2 9NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alt COR: Jayne Somers 202-343-9896 CO&Admin CO: Margaret Kline</p> <p>STATEMENT OF WORK: Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.</p> <p>Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.</p> <p>Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.</p> <p>This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).</p> <p>The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/002

PAGE OF

3

9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to provide technical and analytical services to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.</p> <p>This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/002

PAGE OF

4

9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.</p> <p>It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.</p> <p>In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Sub-Task 1: Identification of a project host mine site in consultation with the COR</p> <p>The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/002

PAGE 5 OF 9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.</p> <p>Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.</p> <p>Sub-Task 1 Deliverables</p> <p>1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD</p> <p>1-2 Trip report(s) Within ten days completion of trip</p> <p>1-3 Bi-weekly conference calls. Due Date - per TD</p> <p>1-4 Selection of mine site. Due Date: within 12 weeks of TD</p> <p>Sub-Task 2: Preparation of pre-feasibility study</p> <p>The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.</p> <p>The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.</p> <p>The Pre-Feasibility Study shall include the following elements:</p> <ul style="list-style-type: none">o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.o List of all maps, figures, tables, exhibits and appendices in the study.o An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/002

PAGE

OF

6

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>o Background section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.</p> <p>o Introduction section that discusses the study's objective / purpose and other relevant information.</p> <p>o Summary of mine characteristics (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)</p> <p>o Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).</p> <p>o Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.</p> <p>o Assessment of technical possibilities to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.</p> <p>o Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.</p> <p>o Preliminary cost-benefit analysis (e.g., return on investment, simple payback, etc.) for each technically viable scenario.</p> <p>o Conclusions section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.</p> <p>o Recommendations section that proposes next steps in order to refine analysis and move the project forward.</p> <p>The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/002

PAGE OF

7

9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Sub-Task 2 Deliverables</p> <p>2-2 Biweekly conference calls. Due Date: per TD</p> <p>2-1 Trip report. Due Date: Within ten days of trip completion</p> <p>2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD</p> <p>2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline</p> <p>2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD</p> <p>Sub-Task 3: Prepare final pre-feasibility study report</p> <p>The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.</p> <p>Sub-Task 3 Deliverables</p> <p>3-1 Biweekly conference calls. Due Date: per TD,</p> <p>3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.</p> <p>Sub-Task 4: Translation of final pre-feasibility study into host language</p> <p>The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).</p> <p>Sub-Task 4 Deliverables</p> <p>4-1 Biweekly conference calls-Due Date: As scheduled by COR;</p> <p>4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 weeks of finalization of English report.</p> <p>TOPO: FELICIA RUIZ</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/002

PAGE

OF

8

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 01/16/2013 to 03/30/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

9

2. AMENDMENT/MODIFICATION NO.

003

3. EFFECTIVE DATE

03/28/2014

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP INC

Attn: NA

110 HARTWELL AVENUE

Lexington MA 02421

(x)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-10-019

0011

10B. DATED (SEE ITEM 13)

01/16/2013

CODE 112947395

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) mutual agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the period of performance through 25 June 2014. This is the final extension and there is no increase to the task order ceiling.

The total estimated cost for task order 11 "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - Turkey" is \$75,235 for a level of effort of 473 labor hours. ERG shall complete one pre-feasibility study in Turkey.

This task order is fully funded with Global Methane Initiative funding (Department of State). COR: Felicia Ruiz 202-343-9129

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Margaret Kline

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

11

ELECTRONIC
SIGNATURE

16C. DATE SIGNED

03/28/2014

(Signature of person authorized to sign)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/003

PAGE 2 OF 9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alt COR: Jayne Somers 202-343-9896 CO&Admin CO: Margaret Kline</p> <p>STATEMENT OF WORK: Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.</p> <p>Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.</p> <p>Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.</p> <p>This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).</p> <p>The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/003PAGE OF
3 9NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to provide technical and analytical services to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.</p> <p>This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/003

PAGE

OF

4

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.</p> <p>It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.</p> <p>In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Sub-Task 1: Identification of a project host mine site in consultation with the COR</p> <p>The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/003

PAGE 5 OF 9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.</p> <p>Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.</p> <p>Sub-Task 1 Deliverables</p> <p>1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD</p> <p>1-2 Trip report(s) Within ten days completion of trip</p> <p>1-3 Bi-weekly conference calls. Due Date - per TD</p> <p>1-4 Selection of mine site. Due Date: within 12 weeks of TD</p> <p>Sub-Task 2: Preparation of pre-feasibility study</p> <p>The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.</p> <p>The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.</p> <p>The Pre-Feasibility Study shall include the following elements:</p> <ul style="list-style-type: none">o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.o List of all maps, figures, tables, exhibits and appendices in the study.o An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/003

PAGE 6 OF 9

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>o Background section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.</p> <p>o Introduction section that discusses the study's objective / purpose and other relevant information.</p> <p>o Summary of mine characteristics (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)</p> <p>o Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).</p> <p>o Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.</p> <p>o Assessment of technical possibilities to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.</p> <p>o Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.</p> <p>o Preliminary cost-benefit analysis (e.g., return on investment, simple payback, etc.) for each technically viable scenario.</p> <p>o Conclusions section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.</p> <p>o Recommendations section that proposes next steps in order to refine analysis and move the project forward.</p> <p>The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/003

PAGE

OF

7

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Sub-Task 2 Deliverables</p> <p>2-2 Biweekly conference calls. Due Date: per TD</p> <p>2-1 Trip report. Due Date: Within ten days of trip completion</p> <p>2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD</p> <p>2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline</p> <p>2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD</p> <p>Sub-Task 3: Prepare final pre-feasibility study report</p> <p>The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.</p> <p>Sub-Task 3 Deliverables</p> <p>3-1 Biweekly conference calls. Due Date: per TD,</p> <p>3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.</p> <p>Sub-Task 4: Translation of final pre-feasibility study into host language</p> <p>The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).</p> <p>Sub-Task 4 Deliverables</p> <p>4-1 Biweekly conference calls-Due Date: As scheduled by COR;</p> <p>4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 weeks of finalization of English report.</p> <p>TOPO: FELICIA RUIZ</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/003

PAGE

OF

8

9

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 01/16/2013 to 06/25/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 8	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 06/25/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0011 10B. DATED (SEE ITEM 13) 01/16/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) mutual agreement

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to extend the completion date to 30 September 2014.

This task order is fully funded with Global Methane Initiative funding (Department of State).

COR: Felicia Ruiz 202-343-9129

Alt COR: Jayne Somers 202-343-9896

CO&Admin CO: Margaret Kline

STATEMENT OF WORK:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 11 Margaret S. Kline ELECTRONIC SIGNATURE	16C. DATE SIGNED 07/02/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/004

PAGE 2 OF 8

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.</p> <p>Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.</p> <p>Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.</p> <p>This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).</p> <p>The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/004PAGE OF
3 8NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to provide technical and analytical services to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.</p> <p>This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/004

PAGE

OF

4

8

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.</p> <p>It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.</p> <p>In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.</p> <p>Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)</p> <p>Sub-Task 1: Identification of a project host mine site in consultation with the COR</p> <p>The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.</p> <p>If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/004

PAGE

OF

5

8

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.</p> <p>Sub-Task 1 Deliverables</p> <p>1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD</p> <p>1-2 Trip report(s) Within ten days completion of trip</p> <p>1-3 Bi-weekly conference calls. Due Date - per TD</p> <p>1-4 Selection of mine site. Due Date: within 12 weeks of TD</p> <p>Sub-Task 2: Preparation of pre-feasibility study</p> <p>The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.</p> <p>The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.</p> <p>The Pre-Feasibility Study shall include the following elements:</p> <ul style="list-style-type: none">o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.o List of all maps, figures, tables, exhibits and appendices in the study.o An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).o Background section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management. <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/004

PAGE 6 OF 8

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>o Introduction section that discusses the study's objective / purpose and other relevant information.</p> <p>o Summary of mine characteristics (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)</p> <p>o Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).</p> <p>o Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.</p> <p>o Assessment of technical possibilities to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.</p> <p>o Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.</p> <p>o Preliminary cost-benefit analysis (e.g., return on investment, simple payback, etc.) for each technically viable scenario.</p> <p>o Conclusions section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.</p> <p>o Recommendations section that proposes next steps in order to refine analysis and move the project forward.</p> <p>The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).</p> <p>Sub-Task 2 Deliverables</p> <p>2-2 Biweekly conference calls. Due Date: per TD</p> <p>2-1 Trip report. Due Date: Within ten days of trip completion</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/004

PAGE OF

7

8

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD</p> <p>2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline</p> <p>2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD</p> <p>Sub-Task 3: Prepare final pre-feasibility study report</p> <p>The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.</p> <p>Sub-Task 3 Deliverables</p> <p>3-1 Biweekly conference calls. Due Date: per TD,</p> <p>3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.</p> <p>Sub-Task 4: Translation of final pre-feasibility study into host language</p> <p>The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).</p> <p>Sub-Task 4 Deliverables</p> <p>4-1 Biweekly conference calls-Due Date: As scheduled by COR;</p> <p>4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 weeks of finalization of English report.</p> <p>TOPO: FELICIA RUIZ</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 01/16/2013 to 09/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: Dickran Babigian 110 HARTWELL AVE STE 1 LEXINGTON MA 02421		(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0011	
				10B. DATED (SEE ITEM 13) 01/16/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$252.78
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification; By Mutual Agreement of the Parties (Definitized)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY

The purpose of this bilateral modification is as follows:

- (1) To de-obligate unliquidated funds from the Base Period of this order in the amount of \$252.78 using DCN no. FC3535;
 - (2) To modify the total obligation amount;
 - (3) To adjust the ceiling price to the actual costs incurred; and
 - (4) To obtain the Contractor's release in order to proceed with closing out this expired
- Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 05/27/2016

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0011/005

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>order.</p> <p>This task order is fully funded with Global Methane Initiative funding (Department of State).</p> <p>The final ceiling price for this time-and-materials (T&M) task order is hereby established at \$74,982.22 based on invoicing to date with no forthcoming trailing costs to be invoiced. The Contractor is not authorized to exceed the ceiling price and exceeds at their own risk.</p> <p>Contracting Officer's Representative (COR): Felicia Ruiz (202)343-9129</p> <p>Alternate COR: Jayne Somers (202)343-9896</p> <p>Contractor's Release Statement:</p> <p>Pursuant to the contract and the sum specified hereon in the amount of \$74,982.22, which this sum has been paid to the Contractor (or to the Contractor's assignees, if any), the Contractor, upon payment of the said sum by the UNITED STATES OF AMERICA, herein-after called the Government, does remise, release, and discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract with no exceptions. By signing this modification, the Contractor certifies and agrees to this "Contractor's Release Statement".</p> <p>All other terms and conditions remains unchanged and in full force and effect. TOCOR: FELICIA RUIZ LIST OF CHANGES: Reason for Modification: Supplemental Agreement for work within scope</p> <p>Total Amount for this Modification: -\$252.78 New Total Amount for this Version: \$74,982.22 New Total Amount for this Award: \$74,982.22 Obligated Amount for this Modification: -\$252.78 New Total Obligated Amount for this Award: \$74,982.22 Incremental Funded Amount changed: from Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0011/005PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$0.00 to \$74,982.22</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$75,235.00 to \$74,982.22 Obligated Amount for this modification: -\$252.78 Incremental Funded Amount changed from \$0.00 to \$74,982.22</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-BR-58FOX13-101A46-2505-1358FC3535-001 Amount changed from \$75,235.00 to \$74,982.22 Percent changed from 100 to 0 Requisition No. PR-OAR-16-00853 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 01/16/2013 to 09/30/2014</p>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/18/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-OAR-13-00481			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
--	--	------------------------------	------------------------	--	--------------------

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 11 "Program Management" is \$24,912 for 155 labor hours. \$1,812.67 in incremental funding is obligated leaving \$23,099.33 needed to fully fund this task order Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$0.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$24,912.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER	
---	--	---	--

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/18/2013	EP-W-10-019	0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>through its completion date of 31 October 2013, contingent upon exercise of the option year.</p> <p>COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 CO: Margaret Kline</p> <p>STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.</p> <p>The period of performance for this task order is from the effective date of the task order through 31 October 2013. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.</p> <p>III. SCOPE</p> <p>The work outlined under this task order is Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/18/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0012
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>consistent with contract clauses found on or about B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).</p> <p>IV. TASK DESCRIPTIONS</p> <p>This task order has one (1) task with two (2) subtasks, listed and described below:</p> <p>Task 1: Program Management</p> <p>Subtask 1: Maintenance of Monthly Progress Report and Working Files</p> <p>Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report.</p> <p>Instructions for completion of working files are references in Section F. 4, Working Files.</p> <p>Subtask 2: Maintaining Lines of Communication</p> <p>At the written request of either the EPA COR or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.</p> <p>The contractor shall maintain the capability to respond to requests for information from the COR concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.</p> <p>V. PLACE OF PERFORMANCE</p> <p>The work performed under this Task Order Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
01/18/2013CONTRACT NO.
EP-W-10-019ORDER NO.
0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>will involve on-site office work, with the possibility of some local travel.</p> <p>TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 01/18/2013 to 10/31/2013</p> <p>ERG Task Order "Program Management" for CMOP for \$24,912.00</p> <p>Accounting Info: 13-14-B-58F4-101A46-2505-1358FC3544-00 1 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3544-001 Funding Flag: Complete Funded: \$1,812.67 incrementally funded need \$23,099.33 to fully fund.</p> <p>The obligated amount of award: \$1,812.67. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/18/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-OAR-13-00481		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
7. TO: NA				c. CITY Washington	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				d. STATE DC	
b. COMPANY NAME				e. ZIP CODE 20460	
c. STREET ADDRESS 110 HARTWELL AVENUE				f. SHIP VIA	
d. CITY Lexington				8. TYPE OF ORDER	
e. STATE MA				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 02421				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 11 "Program Management" is \$24,912 for 155 labor hours. \$1,812.67 in incremental funding is obligated leaving \$23,099.33 needed to fully fund this task order Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center				\$0.00		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive				\$24,912.00		
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER		

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/18/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0012
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>through its completion date of 31 October 2013, contingent upon exercise of the option year.</p> <p>COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 CO: Margaret Kline</p> <p>STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.</p> <p>The period of performance for this task order is from the effective date of the task order through 31 October 2013. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.</p> <p>III. SCOPE</p> <p>The work outlined under this task order is Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/18/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0012
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>consistent with contract clauses found on or about B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).</p> <p>IV. TASK DESCRIPTIONS</p> <p>This task order has one (1) task with two (2) subtasks, listed and described below:</p> <p>Task 1: Program Management</p> <p>Subtask 1: Maintenance of Monthly Progress Report and Working Files</p> <p>Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report.</p> <p>Instructions for completion of working files are references in Section F. 4, Working Files.</p> <p>Subtask 2: Maintaining Lines of Communication</p> <p>At the written request of either the EPA COR or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.</p> <p>The contractor shall maintain the capability to respond to requests for information from the COR concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.</p> <p>V. PLACE OF PERFORMANCE</p> <p>The work performed under this Task Order Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/18/2013	EP-W-10-019	0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>will involve on-site office work, with the possibility of some local travel.</p> <p>TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 01/18/2013 to 10/31/2013</p> <p>ERG Task Order "Program Management" for CMOP for \$24,912.00</p> <p>Accounting Info: 13-14-B-58F4-101A46-2505-1358FC3544-00 1 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3544-001 Funding Flag: Complete Funded: \$1,812.67 incrementally funded need \$23,099.33 to fully fund.</p> <p>The obligated amount of award: \$1,812.67. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/18/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:		
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-OAR-13-00481		a. NAME OF CONSIGNEE OAR/OAP/CCD		
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD		
				c. CITY Washington	d. STATE DC	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA		
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER		
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination					
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 11 "Program Management" is \$24,912 for 155 labor hours. \$1,812.67 in incremental funding is obligated leaving \$23,099.33 needed to fully fund this task order Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$0.00
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive				
c. CITY		d. STATE	e. ZIP CODE		\$24,912.00	17(i) GRAND TOTAL
Durham		NC	27711			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER		

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.		ORDER NO.		
01/18/2013		EP-W-10-019		0012		
ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	<p>through its completion date of 31 October 2013, contingent upon exercise of the option year.</p> <p>COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 CO: Margaret Kline</p> <p>STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.</p> <p>The period of performance for this task order is from the effective date of the task order through 31 October 2013. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.</p> <p>III. SCOPE</p> <p>The work outlined under this task order is Continued ...</p>					

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
01/18/2013	EP-W-10-019	0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>consistent with contract clauses found on or about B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).</p> <p>IV. TASK DESCRIPTIONS</p> <p>This task order has one (1) task with two (2) subtasks, listed and described below:</p> <p>Task 1: Program Management</p> <p>Subtask 1: Maintenance of Monthly Progress Report and Working Files</p> <p>Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report.</p> <p>Instructions for completion of working files are references in Section F. 4, Working Files.</p> <p>Subtask 2: Maintaining Lines of Communication</p> <p>At the written request of either the EPA COR or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.</p> <p>The contractor shall maintain the capability to respond to requests for information from the COR concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.</p> <p>V. PLACE OF PERFORMANCE</p> <p>The work performed under this Task Order Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/18/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0012
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>will involve on-site office work, with the possibility of some local travel.</p> <p>TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 01/18/2013 to 10/31/2013</p> <p>ERG Task Order "Program Management" for CMOP for \$24,912.00</p> <p>Accounting Info: 13-14-B-58F4-101A46-2505-1358FC3544-00 1 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3544-001 Funding Flag: Complete Funded: \$1,812.67 incrementally funded need \$23,099.33 to fully fund.</p> <p>The obligated amount of award: \$1,812.67. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/21/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD				
3. ORDER NO. 0013		4. REQUISITION/REFERENCE NO. PR-OAR-13-00655						
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD				
				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 110 HARTWELL AVENUE				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
						16. DISCOUNT TERMS		
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 13 "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Services" is \$197,888 for the following tasks: Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
		21. MAIL INVOICE TO:						
		a. NAME RTP Finance Center				\$0.00		
		b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
		c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$197,888.00		17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER				

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/21/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0013
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Task 1, subtask 1c for \$59,792 for 180 labor hours; Task 2, subtask 2c for \$132,085 for 760 labor hours; Task 3, 1 deliverable \$96,011 for 45 labor hours; \$25,000 is obligated leaving \$172,888 needed to fully fund this task order through its completion date of 20 February 2014, contingent upon exercise of the option year.</p> <p>COR: Felicia Ruiz 202-343-9129 Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 12-13-BR-58FOX13-101A46-2505---1358FC3567-00 1 BFY: 12 EFY: 13 Fund: BR Budget Org: 58FOX13 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3567-001 Period of Performance: 02/21/2013 to 02/20/2014</p> <p>Recommendation to Award Competitive Task Order Request for Quotation 13-00433 for, "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support" to ERG, under Contract No. EP-W-10-091, for \$197,888.00.</p> <p>The obligated amount of award: \$25,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

11 January 2013

ERG
ARI
RRR

SUBJECT: RFTOP 13-0433 "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support"

REFERENCE: EP-W-10-019/022/023

Dear CMOP Partners:

This is a competitive request for a white paper and a budget proposal for the GMI coal sector technical, analytic and outreach support. Specific information is below:

I. Technical Proposal Preparation	Requirement
White paper	Up to 15 (15) single sided pages
Task Order period of performance	Effective date – 31 January 2014 contingent upon exercise of option year
Government Cost estimate	3,110 labor hours
Technical and Budget Proposal Labeling	Each page must include header or footer with company name, contract number, RFTOP number and title, page number
Contact Person – COMPETITIVE	Margaret Kline 202-564-4238 kline.margaret@epa.gov

II. Cost Proposal Preparation	Requirement
Budget Summary	Total estimated cost proposed (rounded to whole dollar) and the total cost for each task, and each subtask, including estimates for ODCs under each subtask.
Budget breakout	Usual format by each subtask. You must include your estimate for ODCs under each

	subtask since multiple awards are expected. You must include the total estimated cost.
ODC Government Estimate	Contractor shall propose for each subtask
Conflict of Interest Certification	if applicable include with proposal
III. Number of Awards Contemplated	Multiple and by subtask
IV. Proposal Submission	Felicia Ruiz at ruiz.felicia@epa.gov copy to Margaret Kline at kline.margaret@epa.gov
V. Proposal Close Date	23 January 2013

This is a Best value determination. The Technical evaluation factors are equal. The technical factors are significantly more important than the cost factor. However, as technical scores tend to equalize, cost will become more important. The Government will award a Task Order to the Contractor whose offer conforms to this request and is most advantageous to the Government, cost and other factors considered.

1. **Technical Approach:** Evidence of an effective overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
2. **Past performance:** Evidence of past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program.
3. **Key Personnel and Staffing Mix:** Specify the staffing (local and international) selected for each Task, their relevant experience and qualifications, and their availability for the task.
4. **Cost:** Reasonableness.

This is a competitive action and any inquiries must be directed to me via email. Thank you.

Sincerely,
Margaret Kline
EPA Contracting Officer

**Coalbed Methane Outreach Program
Competitive Task Order
Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023
RFTOP 13-00433**

STATEMENT OF WORK:

Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (hereafter referred to as the "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries.

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 42 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets five major methane sources: agriculture, coal mines, municipal solid waste, natural gas and oil systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

U.S. EPA is the lead U.S. Government Agency implementing U.S. activities through the GMI. EPA works with her sister agencies including the U.S. Department of State, the U.S. Agency for International Development, the U.S. Department of Energy, and the U.S. Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the U.S. through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

Through this Task Order, EPA is seeking contractor¹ support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM recovery and utilization projects in specific Partner countries.

EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Russia, and Ukraine. EPA is also interested in helping to support the reduction of CMM emissions in other priority countries including Kazakhstan, Mexico, Mongolia, and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries such as Colombia and Vietnam.

The period of performance for this task order is from the date of approval through January 31, 2014.

In order to maximize its financial and technical resources, EPA anticipates making multiple awards under this SOW. While EPA anticipates awarding subtasks under a Task to different contractors, one subtask will not be awarded to more than one contractor under any given Task. It should be recognized that the scope of work will be dynamic in nature, often requiring different types and levels of assistance. Therefore activities may require additional technical direction from the EPA COR.

There will be no duplication of effort under any task/subtask within this SOW.

II. OBJECTIVE

The objective of this task order is to provide EPA's Coalbed Methane Outreach Program with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative (GMI), and specifically, the Coal Subcommittee.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has five (5) Tasks, listed and described below.

Under each Task, the Contractor should include up to two (2) hours per month to make updates to the International GMI Customer Relationship Management (CRM) System. The Contractor shall update all activities in which they are involved, including uploading of assessment reports, training and capacity building event announcements, program updates, presenter slide presentations, workshop agendas, etc.

The Contractor shall prepare a draft deliverable following receipt of a written Technical Direction

(TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR.

Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities

Under this task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:

Subtask 1a: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in China, Mongolia, and Vietnam

The contractor shall provide targeted outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities in China, Mongolia and Vietnam. EPA anticipates up to three (3) person trips under this subtask. Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities**, per written technical direction. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to one (1) person-trip during the period of performance.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities**, per written technical direction. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions, or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.
- **Providing translation of key documents or work products.** The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of such documents as the GMI Coal Mines Fact Sheet (<http://www.globalmethane.org/tools-resources/factsheets.aspx#m2mcoalfs>), other fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to three (3) documents.

Subtask 1b: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine

The Contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine. Up to five (5) person trips are estimated under this subtask.

Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities.** This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested / directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities.** The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to three (3) delegates.
- **Providing translation of key documents or work products.** The Contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to three (3) documents.

Subtask 1c: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in China, India, Kazakhstan, Turkey, and Russia

The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Russia, China, India, Kazakhstan, and Turkey. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities.** This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested / directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two person-trips.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities.** The Contractor may provide travel assistance for up to two (2) delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. The Contractor shall not expend obligated funds for non-task order contractor individuals.

- **Providing translation of key documents or work products.** The contractor may provide assistance in facilitating the translation of documents developed through the GMI for up to three (3) documents. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language.

Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries

Under this task, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to promote CMM project development in these Partner countries. No more than 20 labor hours under each subtask is needed for support to other countries not listed under each subtask (i.e. "non-priority" countries).

The Contractor shall prepare a draft deliverable following receipt of a written Technical Direction (TD) for each deliverable under this Task. The contractor shall revise the draft deliverable as applicable, perform additional information gathering as required, and submit a final deliverable.

Subtask 2a: Targeted Support to Promote CMM Project Development in China, Mongolia, and Vietnam

The Contractor shall provide the following support to further promote CMM project development in China, Mongolia and Vietnam. Up to three (3) person trips under this subtask are envisioned.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to four (4) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- **Capacity building.** From time to time assistance with organizing and conducting in-country technical training, technical information sessions, or other outreach activities may be required. Under this Subtask, the contractor shall provide technical services to develop outreach and training support within/for the countries included under this subtask. Contractor may respond to requests regarding data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. Contractor shall advise foreign entities that need assistance with CMM data collection and project development. Contractor shall provide status briefings about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to one (1) technical information session each in China, Mongolia and Vietnam, for a total of up to three (3) sessions. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance.

- **Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements.** Under this Subtask, the Contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask per written technical directive. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

Subtask 2b: Targeted Support to Promote CMM Project Development in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine

The contractor shall further promote CMM project development in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine. EPA anticipates up to seven (7) person-trips under this subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to three (3) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- **Capacity building.** EPA may request assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, as directed by the COR, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the COR informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to one (1) technical information session each in such countries as China, Kazakhstan, and Mexico, for a total of up to four (4) technical sessions. Contractor should also plan on assisting EPA with organizing one (1) outreach mission each to Colombia, India, Kazakhstan, and Poland/Turkey, for a total of up to 4 missions. Travel associated with these missions includes up to four person-trips. Contractor should also plan for an additional LOE of up to 80 hours of capacity building assistance and information sharing during the period of performance.

- **Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements.** Under this Subtask, as directed by the COR, the Contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

Subtask 2c: Targeted Support to Promote CMM Project Development in Russia, China, India, Kazakhstan and Turkey

The contractor shall provide the following support to the COR to further promote CMM project development in Russia, China, India, Kazakhstan, and Turkey. EPA anticipates up to five (5) person-trips under this subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to three (3) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- **Capacity building.** EPA may request assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, as directed by the COR, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the COR informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Turkey, and Russia. Contractor should also plan on assisting EPA with organizing one (1) outreach mission each to Kazakhstan and Russia, for a total of two (2) total outreach missions. Travel associated with these missions includes up to four (4) person-trips. Contractor should also plan for an additional LOE of up to 80 hours of capacity building assistance and information sharing during the period of performance.

- **Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements.** Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

Task 3: Technical Review and Revision of Information and Information Work Products to Support the GMI Coal Subcommittee

Under this Task, the contractor shall review and revise information and information work products, in support of the GMI Coal Subcommittee. Specifically, this Task consists of the technical review, revision editing, and formatting of Subcommittee work products, such as the global CMM projects database, the "Coal Mine Methane Country Profiles" of key coal-producing countries, or other technical flyers or analytical work. As directed by the COR, the Contractor shall conduct critical technical reviews and updates of such work products. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<http://www.epa.gov/cmop/international/index.html>) and on the GMI website (<http://www.globalmethane.org/tools-resources/tools.aspx#two>). For planning purposes, Contractor should assume the technical review and revision of up to four (4) work products.

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

Task 4: Support for GMI's Efforts to Disseminate Results of a "Best Practices" Guidance Document for Coal Mine Methane Degasification, Recovery and Use

Under this Task, the Contractor shall provide support for the dissemination of a "Best Practices" guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the GMI, in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <http://www.unece.org/energy/se/cmm.html>

The Contractor must be flexible to meet needs for the review of a draft or edit outreach materials, or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The Contractor may also be required to provide support for development of technical materials and/or the development of a technical session agenda, with the goal of disseminating the results of the Best Practices document in one or two countries, which may include China, Kazakhstan, Russia, or Vietnam. This task would involve up to one (1) person-trip. For planning purposes, Contractor can assume drafting/editing up to two (2) documents (i.e. Best Practices training module or presentations) and developing up to one (1) agenda for a dissemination session.

Descriptions and copies of EPA's contribution to this effort can be found on the CMOP website: <http://www.epa.gov/cmop/international/unitednations.html>

Task 5: Support for International Coal Mine Methane Project Financing

Under this Task, the Contractor shall develop and/or review information, information work products, and/or technical models in support of international CMM project financing.

Subtask 5a: Updates to the CMOP Coal Mine Methane Cash Flow Model

The Contractor shall support in the review and update of the CMOP Coal Mine Methane Cash Flow Model (http://www.epa.gov/cmop/resources/cashflow_model.html). The contractor shall include information that makes the Cash Flow Model more accessible for an international audience, including updating cost/pricing information and adding international units. Contractor shall also create a new module to include technical data and cost/pricing information for financing scenarios for international abandoned mine methane projects.

Subtask 5b: Information Work Products for CMM Project Financing

This subtask consists of the development, technical review, formatting and updating of information work products that provide information on financing coal mine methane projects. Examples of this type of contractor support include the review of existing EPA pre-feasibility studies, full-scale feasibility studies, and project opportunity documents, to determine if they include sufficient financial information to encourage the financing community to invest in a project's development. For planning purposes, Contractor shall assume developing one (1) new work product, and reviewing / updating up to five (5) existing documents, such as pre-feasibility studies and/or the *Coal Mine Methane Finance Guide* (to reflect international pricing and incentives).

V. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to January 31, 2014. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VI. DELIVERABLE/ DELIVERY SCHEDULE

Task / Subtask	Deliverables	Due Dates
Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1c	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2a	4 new flyers; Edits to 5 flyers	
	Outreach support for up to 3	Per written technical directive

	technical sessions	
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2b	3 new flyers; Edits to 5 flyers	Per written directive
	Outreach support for up to 4 technical sessions	Per written directive
	Organizing up to 4 international outreach missions	Per written technical directive
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2c	3 new flyers; Edits to 5 flyers	Per written technical directive
	Outreach support for up to 3 technical sessions	Per written technical directive
	Organizing up to 2 international outreach missions	Per written technical directive
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 3	4 revised information work products	Per written technical directive
Task 4	2 new/revised presentations/modules; 1 agenda	Per written technical directive
Task 5, Subtask 1	Financial model updates	Per written technical directive
Task 5, Subtask 2	1 new work product; Review and revision of 5 work products	Per written technical directive

VII. SECURITY

Unclassified

VIII. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order COR will provide the Contractor with any requested background information necessary to complete the task.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 05/03/2013		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-13-01015	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0013	
				10B. DATED (SEE ITEM 13) 02/21/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$75,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to obligate \$75,000 leaving \$97,888 needed to fully fund this task order through its completion date of 20 February 2014, contingent upon exercise of the option year.

Funding is for the following tasks:

Task 1, subtask 1c for \$59,792 for 180 labor hours;
Task 2, subtask 2c for \$132,085 for 760 labor hours;
Task 3, 1 deliverable \$96,011 for 45 labor hours;

COR: Felicia Ruiz 202-343-9129

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 05/03/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline TOPO: FELICIA RUIZ</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F4-101A46XP4-2505---1358FC3633-001 Beginning FiscalYear 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F4 Program (PRC) 101A46XP4 Budget (BOC) 2505 DCN-LineID 1358FC3633-001 Amount: \$75,000.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 02/21/2013 to 02/20/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
002		08/30/2013		PR-OAR-13-01736	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
HPOD		HPOD			
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO.	
EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0013	
CODE 112947395		FACILITY CODE		10B. DATED (SEE ITEM 13) 02/21/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$97,888.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is to obligate \$97,888 to fully fund this task order to its total estimated cost of \$197,888. The completion date is 20 February 2014, contingent upon exercise of the option year.

Funding is for the following tasks:

Task 1, subtask 1c for \$59,792 for 180 labor hours;
Task 2, subtask 2c for \$132,085 for 760 labor hours;
Task 3, 1 deliverable \$96,011 for 45 labor hours;

COR: Felicia Ruiz 202-343-9129

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Margaret Kline	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	08/30/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline TOPO: FELICIA RUIZ NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F4-101A46XP4-2505---1358FC3723-001 Beginning FiscalYear 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F4 Program (PRC) 101A46XP4 Budget (BOC) 2505 DCN-LineID 1358FC3723-001 Amount: \$97,888.00</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 02/21/2013 to 02/20/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 01/15/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0013 10B. DATED (SEE ITEM 13) 02/21/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is extend the completion date to 20 May 2014.

For Convenience:

Funding is for the following tasks:

Task 1, subtask 1c for \$59,792 for 180 labor hours;

Task 2, subtask 2c for \$132,085 for 760 labor hours;

Task 3, 1 deliverable \$96,011 for 45 labor hours;

COR: Felicia Ruiz 202-343-9129

Alt COR: Jayne Somers 202-343-9896

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 01/16/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/003

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CO: Margaret Kline TOPO: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/21/2013 to 05/20/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 05/19/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0013 10B. DATED (SEE ITEM 13) 02/21/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

The purpose of this modification is extend the period of performance of this task order through 30 September 2014, at no cost to the government. All other terms and conditions remain unchanged.

COR: Felicia Ruiz 202-343-9129

Alt COR: Jayne Somers 202-343-9896

CO: Margaret Kline

TOPO: FELICIA RUIZ

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 05/19/2014	ELECTRONIC SIGNATURE

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/004

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification : Other Administrative Action Period Of Performance End Date changed from 2014-05-20 to 2014-09-30 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/21/2013 to 09/30/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE 09/10/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0013	
				10B. DATED (SEE ITEM 13) 02/21/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Extend the period of performance to 31 December 2014, contingent upon exercise of the option year.

COR: Felicia Ruiz 202-343-9129

Alt COR: Jayne Somers 202-343-9896

CO: Margaret Kline

TOPO: FELICIA RUIZ

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	11 Margaret S. Kline ELECTRONIC SIGNATURE	16C. DATE SIGNED 09/10/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/005

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/21/2013 to 12/31/2014				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/03/2013		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:					
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-OAR-13-01335		a. NAME OF CONSIGNEE OAR/OAP/CCD					
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA					
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER					
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:				<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Lexington									
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD					
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 112947395 The total estimated cost of Task Order 14 "Analytic and Outreach Support for CMOP" is \$103,687.00 for 613.3 labor hours. The following tasks are awarded: Continued ...								
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT			19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:						\$0.00		17(i) GRAND TOTAL
	a. NAME RTP Finance Center								
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$103,687.00		17(i) GRAND TOTAL
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER			

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/03/2013	CONTRACT NO. EP-W-10-019	ORDER NO. 0014
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Awarded: Task 1, Subtask 1a; Task 2 for four (4) deliverables, Subtask 4a; Task 5 (Subtasks a and c) and Task 6 for two (2) deliverables.</p> <p>\$50,130 is obligated leaving \$53,557 to fully fund the task order through its completion date of July 2, 2014, contingent upon exercise of the option year.</p> <p>COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 CO: Margaret Kline 202-564-4238 TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-B-58F4-101A46-2505---1358FC3661-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3661-001 Period of Performance: 07/03/2013 to 07/02/2014</p> <p>Task Order Ceiling and Funding</p> <p>The obligated amount of award: \$50,130.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/19/2014		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0015		4. REQUISITION/REFERENCE NO. PR-OAR-14-00455			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION Destination	b. ACCEPTANCE Destination						

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order entitled "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY14" is \$196,733 for 1,030 labor hours. GMI incremental funding Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$196,733.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

02/19/2014



ELECTRONIC SIGNATURE

23. NAME (Typed)

Margaret Kline

TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015.</p> <p>Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Hours); Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours)</p> <p>Statement of Work</p> <p>Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities</p> <p>Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:</p> <p>Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China.</p> <p>The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:</p> <p>1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.</p> <p>2. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.</p> <p>3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents.</p> <p>Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries</p> <p>Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 30 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries).</p> <p>For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.</p> <p>Subtask 2c (\$112,611 for 580 LOE): Targeted Support to Promote CMM Project Development in India, Kazakhstan, Russia, Turkey and China.</p> <p>The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask.</p> <p>1. Technical support for project development. The Contractor shall provide technical support for in-country CMM project development ; such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.</p> <p>2. Capacity building. EPA may request Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.</p> <p>For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Kazakhstan, and Russia. Total estimated travel under Capacity Building is up to three (3) person trips. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance.</p> <p>3. Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents. Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014		CONTRACT NO. EP-W-10-019			ORDER NO. 0015	
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.</p> <p>Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information</p> <p>The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx.</p> <p>The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>1. To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval.</p> <p>2. This Subtask includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. Any changes made to the public database will then be changed within the EPA's Customer Relationship Management (CRM) System.</p> <p>The Customer Relationship Management (CRM) System is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created.</p> <p>3. This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM.</p> <p>Continued ...</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

SCHEDULE - CONTINUATION

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
02/19/2014	EP-W-10-019	0015

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-BR-58FOX15-101A46-2505---1458FC4612-00 1 BFY: 13 EFY: 14 Fund: BR Budget Org: 58FOX15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4612-001 Period of Performance: 02/19/2014 to 02/28/2015</p> <p>Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours</p> <p>The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

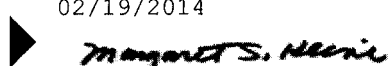
ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/19/2014		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:				
3. ORDER NO. 0015		4. REQUISITION/REFERENCE NO. PR-OAR-14-00455		a. NAME OF CONSIGNEE OAR/OAP/CCD				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD				
				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order entitled "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY14" is \$196,733 for 1,030 labor hours. GMI incremental funding Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
		21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$0.00		
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			\$196,733.00		17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER				

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015.</p> <p>Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Hours); Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours)</p> <p>Statement of Work</p> <p>Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities</p> <p>Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:</p> <p>Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China.</p> <p>The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:</p> <p>1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
02/19/2014		EP-W-10-019			0015	
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.</p> <p>2. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.</p> <p>3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents.</p> <p>Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries</p> <p>Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries Continued ...</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
02/19/2014		EP-W-10-019			0015	
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 30 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries).</p> <p>For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.</p> <p>Subtask 2c (\$112,611 for 580 LOE): Targeted Support to Promote CMM Project Development in India, Kazakhstan, Russia, Turkey and China.</p> <p>The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask.</p> <p>1. Technical support for project development. The Contractor shall provide technical support for in-country CMM project development ; such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.</p> <p>2. Capacity building. EPA may request Continued ...</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

SCHEDULE - CONTINUATION

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.</p> <p>For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Kazakhstan, and Russia. Total estimated travel under Capacity Building is up to three (3) person trips. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance.</p> <p>3. Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents. Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.</p> <p>Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information</p> <p>The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx.</p> <p>The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>1. To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval.</p> <p>2. This Subtask includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. Any changes made to the public database will then be changed within the EPA's Customer Relationship Management (CRM) System.</p> <p>The Customer Relationship Management (CRM) System is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created.</p> <p>3. This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-BR-58FOX15-101A46-2505---1458FC4612-00 1 BFY: 13 EFY: 14 Fund: BR Budget Org: 58FOX15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4612-001 Period of Performance: 02/19/2014 to 02/28/2015</p> <p>Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours</p> <p>The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

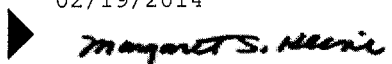
1. DATE OF ORDER 02/19/2014		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0015		4. REQUISITION/REFERENCE NO. PR-OAR-14-00455		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order entitled "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY14" is \$196,733 for 1,030 labor hours. GMI incremental funding Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$0.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$196,733.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)		02/19/2014		23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER	
				ELECTRONIC SIGNATURE	

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015.</p> <p>Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Hours); Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours)</p> <p>Statement of Work</p> <p>Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities</p> <p>Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:</p> <p>Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China.</p> <p>The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:</p> <p>1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.</p> <p>2. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.</p> <p>3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents.</p> <p>Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries</p> <p>Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 30 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries).</p> <p>For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.</p> <p>Subtask 2c (\$112,611 for 580 LOE): Targeted Support to Promote CMM Project Development in India, Kazakhstan, Russia, Turkey and China.</p> <p>The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask.</p> <p>1. Technical support for project development. The Contractor shall provide technical support for in-country CMM project development ; such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.</p> <p>2. Capacity building. EPA may request Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.</p> <p>For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Kazakhstan, and Russia. Total estimated travel under Capacity Building is up to three (3) person trips. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance.</p> <p>3. Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents. Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014		CONTRACT NO. EP-W-10-019			ORDER NO. 0015		
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	<p>4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.</p> <p>Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information</p> <p>The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx.</p> <p>The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database.</p> <p>Continued ...</p>						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>1. To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval.</p> <p>2. This Subtask includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. Any changes made to the public database will then be changed within the EPA's Customer Relationship Management (CRM) System.</p> <p>The Customer Relationship Management (CRM) System is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created.</p> <p>3. This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/19/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0015
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-BR-58FOX15-101A46-2505---1458FC4612-00 1 BFY: 13 EFY: 14 Fund: BR Budget Org: 58FOX15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4612-001 Period of Performance: 02/19/2014 to 02/28/2015</p> <p>Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours</p> <p>The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/24/2014		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:				
3. ORDER NO. 0016		4. REQUISITION/REFERENCE NO. PR-OAR-14-00856		a. NAME OF CONSIGNEE OAR/OAP/CCD				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD				
7. TO: NA		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460			
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				f. SHIP VIA				
b. COMPANY NAME				8. TYPE OF ORDER				
c. STREET ADDRESS 110 HARTWELL AVENUE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
d. CITY Lexington				e. STATE MA		f. ZIP CODE 02421		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						12. F.O.B. POINT Destination		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 16 entitled "Program Management for Coalbed Methane Outreach Program" is \$22,949 for 140 hours, contingent upon exercise of the option year. The task order is fully Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center						\$22,949.00		
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Margaret Kline TITLE: CONTRACTING/ORDERING OFFICER				

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/24/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0016
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>funded through its completion date of 30 April 2015.</p> <p>COR: Felicia Ruiz 202-343-9129 Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline</p> <p>STATEMENT OF WORK: Program Management</p> <p>I. BACKGROUND</p> <p>The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.</p> <p>Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.</p> <p>II. OBJECTIVE</p> <p>The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.</p> <p>III. SCOPE</p> <p>The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).</p> <p>IV. TASK DESCRIPTIONS</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/24/2014		CONTRACT NO. EP-W-10-019			ORDER NO. 0016		
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	<p>This task order has one (1) task with two (2) subtasks, listed and described below:</p> <p>Task 1: Program Management</p> <p>Subtask 1: Maintenance of Monthly Progress Report and Working Files Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.</p> <p>Subtask 2: Maintaining Lines of Communication</p> <p>At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.</p> <p>The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.</p> <p>V. PLACE OF PERFORMANCE</p> <p>The work performed under this Task Order will involve on-site office work, with the possibility of some local travel.</p> <p>TOPO: FELICIA RUIZ</p> <p>Continued ...</p>						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
04/24/2014		EP-W-10-019			0016	
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 04/24/2014 to 04/30/2015</p> <p>New Task Order for PM ceiling and funding</p> <p>Accounting Info: 14-15-B-58F4-101A46-2505-1458FC4683-00 1 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4683-001 Funding Flag: Complete Funded: \$22,949.00</p> <p>The obligated amount of award: \$22,949.00. The total for this award is shown in box 17(i).</p>				22,949.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$22,949.00	

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/05/2014		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0017		4. REQUISITION/REFERENCE NO. PR-OAR-14-01669		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Lexington		e. STATE MA	f. ZIP CODE 02421	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/21/2014	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

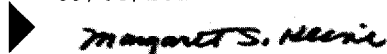
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 The total estimated cost for task order 17 entitled "Analytic and Outreach Services" is \$127,673 for Task 1, Subtask 1a; Task 2 for four (4) deliverables; Task 4, Subtasks 4a and 4c; Task 5 Subtask b; and Task 6 for Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$0.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL
SEE BILLING INSTRUCTIONS ON REVERSE						

22. UNITED STATES OF AMERICA BY (Signature)

09/05/2014



ELECTRONIC SIGNATURE

23. NAME (Typed)

Margaret Kline

TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/05/2014	CONTRACT NO. EP-W-10-019	ORDER NO. 0017
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>two (2) deliverables. Labor hours are 840. The task order is fully funded up to its completion date of September 30, 2015, contingent upon exercise of the option year.</p> <p>COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129</p> <p>TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Period of Performance: 09/05/2014 to 09/30/2015</p> <p>task order TEC and funding</p> <p>Accounting Info: 14-15-B-58F4-101A46-2505-1458FC4825-00 1 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4825-001 Funding Flag: Complete Funded: \$127,673.40</p> <p>The obligated amount of award: \$127,673.40. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/07/2015		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:	
3. ORDER NO. 0018		4. REQUISITION/REFERENCE NO. PR-OAR-14-01830		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY		e. STATE	f. ZIP CODE	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM	<input type="checkbox"/> h. EDWOSB			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 Task Order Title: Program Management for Coalbed Methane Outreach Program (CMOP) This task order hereby incorporates EPA contract no. EP-W-10-019 terms and Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$19,691.00
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				
c. CITY		d. STATE	e. ZIP CODE			\$19,691.00
Durham		NC	27711			

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Faye Sas
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/07/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0018
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>conditions by reference.</p> <p>The vendor shall perform in accordance with the Attachment A Statement of Work (2 pages) and the accepted proposal dated April 1, 2015 in the amount of \$19,691.00 and 130 labor hours.</p> <p>This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$19,691.00 which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded. The services of this call order are non-severable.</p> <p>The period of performance of the task order is 07/07/2015 thru 07/06/2016, contingent upon the exercising of FAR clause 52.217-8 (NOV 1999): Option to Extend Services.</p> <p>The Contracting Officer's Representative (COR) is Felicia Ruiz and the Alternate COR is Sally Rand.</p> <p>Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov</p> <p>Sally Rand (202) 343-9739 rand.sally@epa.gov TOCOR: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 07/07/2015 to 09/30/2015</p> <p>"Program Management for Coalbed Methane Outreach Program (CMOP)" Continued ...</p>				19,691.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$19,691.00

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/07/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0018
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Accounting Info: 14-15-B-58F4-101A46-2505-1458FC4859-00 1 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4859-001 Funding Flag: Partial Funded: \$19,691.00</p> <p>The obligated amount of award: \$19,691.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

**Coalbed Methane Outreach Program
Task Order Contract EP-W-10-019**

STATEMENT OF WORK:

2015 Program Management for Coalbed Methane Outreach Program

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2015. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

Task 1: Program Management

Subtask 1: Maintenance of Monthly Progress Report and Working Files

Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

Subtask 2: Maintaining Lines of Communication

At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

V. PLACE OF PERFORMANCE

The work performed under this Task Order will involve on-site office work, with the possibility of some local travel.

VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date award to September 30, 2015. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0018 10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Program Management for Coalbed Methane Outreach Program (CMOP)

The purpose of this modification is to issue an administrative correction to block no. 7 of the Optional Form 347 that executed the subject task order award. This correction is a result of a forced release in EAS that removed the vendor's name and address from Optional Form 347. The vendor name and address is as follows:

EASTERN RESEARCH GROUP, INC.
110 HARTWELL AVENUE
LEXINGTON MA

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 07/08/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0018/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Postal Code: 024213136 Country: USA All other terms and conditions remain unchanged. TOCOR: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 09/30/2015				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0018	
				10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Program Management for Coalbed Methane Outreach Program (CMOP)

The purpose of this modification is to extend the period of performance of the subject task order from 30 September 2015 to 30 September 2016. All other terms and conditions remain unchanged.


TOCOR: FELICIA RUIZ

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 09/16/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0018/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period Of Performance End Date changed from 30-SEP-15 to 30-SEP-16 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 09/30/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0018	
				10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Program Management for Coalbed Methane Outreach Program (CMOP)

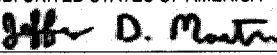
The purpose of this modification is to designate the following Alternate Contracting Officer's Representative for the management of the subject task order:

Monica Shimamura
202-343-9337
shimamura.monica@epa.gov

All other terms and conditions remain unchanged.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/10/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0018/003PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	TOCOR: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 09/30/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 5

2. AMENDMENT/MODIFICATION NO.

004

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

PR-OAR-16-00419

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations

Ariel Rios Building

1200 Pennsylvania Avenue, NW

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP, INC.

Attn: NA

110 HARTWELL AVENUE

LEXINGTON MA 024213136

(x)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-10-019

0018

10B. DATED (SEE ITEM 13)

07/07/2015

CODE 112947395

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$18,782.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Mutual Agreement of both parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Program Management for Coalbed Methane Outreach Program (CMOP)

The purpose of Modification no. 4 is as follows:


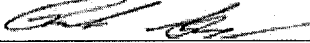
- (1) To increase the ceiling price by \$18,782 to \$38,363.88;
- (2) To incorporate Attachment A approving the contractor's proposal titled Technical Proposal for 2015 Program Management for Coal bed Methane Outreach Program (2 pages) and;

IGF::OT::IGF

TOCOR: FELICIA RUIZ

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Robert A. Gray	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
		 ELECTRONIC SIGNATURE	03/23/2016
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0018/004

PAGE 2 OF 5

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope</p> <p>Total Amount for this Modification: \$18,672.88</p> <p>New Total Amount for this Version: \$18,672.88</p> <p>New Total Amount for this Award: \$38,363.88</p> <p>Obligated Amount for this Modification: \$18,672.88</p> <p>New Total Obligated Amount for this Award: \$38,363.88</p> <p>Buyer changed from Jeffrey Martin</p> <p>to Robert A Gray</p> <p>Contracting Officer changed from Jeffrey Martin</p> <p>to Robert A Gray</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 07/07/2015 to 09/30/2016</p>				
0002	<p>The purpose is to request a cost proposal in anticipation of adding funds to the existing Eastern Research Group (ERG) Program Management Task Order (Task Order #18) under Contract EP-W-10-019. Given the delay in the new, 5-year CMOP solicitation, funds need to be added to continue Program Management through 9/30/2016.</p> <p>Accounting Info:</p> <p>16-17-B-58F4-101A46-2505-1658FC6068-001 BFY: 16 EFY: 17 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: Continued ...</p>				18,782.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0018/004PAGE OF
3 5NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	1658FC6068-001 Funding Flag: Complete Funded: \$18,782.00				

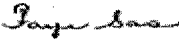
ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/07/2015		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO:					
3. ORDER NO. 0019		4. REQUISITION/REFERENCE NO. PR-OAR-15-01020		a. NAME OF CONSIGNEE OAR/OAP/CCD					
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA					
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER					
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY			
c. STREET ADDRESS 110 HARTWELL AVENUE				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY LEXINGTON									
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD					
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 112947395 Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15 This task order hereby incorporates EPA Continued ...								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)			
21. MAIL INVOICE TO:									
a. NAME		RTP Finance Center				\$132,217.00			
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$132,217.00			
c. CITY Durham		d. STATE NC		e. ZIP CODE 27711		17(i) GRAND TOTAL			
22. UNITED STATES OF AMERICA BY (Signature)				07/08/2015 		23. NAME (Typed) Faye Sàs TITLE: CONTRACTING/ORDERING OFFICER			

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/07/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0019
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>contract no. EP-W-10-019 terms and conditions by reference.</p> <p>The vendor shall perform in accordance with the Attachment A Statement of Work (13 pages) and the vendor's proposal dated May 11, 2015 in the amount of \$132,217.00 and 599 labor hours for the award of tasks 1c, 2c, and 5 as follows:</p> <p>Task 1, subtask 1c: \$57,655.00 (240 hours); Task 2, subtask 2c: \$62,867.00 (260 hours); Task 5: \$11,685.00 (99 hours).</p> <p>The following approved Other Direct Costs are incorporated into the subject task order:</p> <ul style="list-style-type: none"> - Travel; - Computer and Word Processing Supplies; - Telephone (Local Access); - Courier/Freight; - Reproduction and Maps; - Purchase Mine Data; - Chinese Visa. <p>This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$132,217.00, which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded.</p> <p>The period of performance of the task order is 07/07/2015 thru 07/06/2016, contingent upon the exercising of FAR clause 52.217-8 (NOV 1999): Option to Extend Services.</p> <p>The Contracting Officer's Representative (COR) is Felicia Ruiz and the Alternate COR is Sally Rand.</p> <p>Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/07/2015	EP-W-10-019	0019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Sally Rand (202) 343-9739 rand.sally@epa.gov TOCOR: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 07/07/2015 to 09/30/2015</p> <p>Award of New Task Order entitled, Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY15 for the following SOW tasks:</p> <p>Task 1c; Task 2c; Task 5.</p> <p>Accounting Info: 15-16-B-58F4-101A46XP4-2505-1558FC5646 -001 BFY: 15 EFY: 16 Fund: B Budget Org: 58F4 Program (PRC): 101A46XP4 Budget (BOC): 2505 DCN - Line ID: 1558FC5646-001 Funding Flag: Partial Funded: \$12,867.00 Accounting Info: 15-16-BR-58FOX15-101A46-2505-1558FC564 6-002 BFY: 15 EFY: 16 Fund: BR Budget Org: 58FOX15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1558FC5646-002 Funding Flag: Partial Funded: \$69,350.00 Accounting Info: 14-15-B-58F4-101A46XP4-2505-1558FC5646 -003 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46XP4 Budget (BOC): 2505 DCN - Line ID: 1558FC5646-003 Funding Flag: Partial Continued ...</p>				132,217.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$132,217.00	

SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/07/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0019
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Funded: \$50,000.00</p> <p>The obligated amount of award: \$132,217.00.</p> <p>The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

Coalbed Methane Outreach Program
Competitive Task Order
Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023

STATEMENT OF WORK:

Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY15

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (hereafter referred to as the "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries.

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 42 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets five major methane sources: agriculture, coal mines, municipal solid waste, natural gas and oil systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

U.S. EPA is the lead U.S. Government Agency implementing U.S. activities through the GMI. EPA works with her sister agencies including the U.S. Department of State, the U.S. Agency for International Development, the U.S. Department of Energy, and the U.S. Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the U.S. through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

Through this Task Order, EPA is seeking contractor¹ support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM recovery and utilization projects in specific Partner countries.

EPA has identified China and India as countries that are of high priority for reducing CMM emissions. EPA is also interested in helping to support the reduction of CMM emissions in other priority countries including Kazakhstan, Mongolia, Poland, and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries on a case-by-case basis.

The period of performance for this task order is from the date of approval through September 30, 2015.

In order to maximize its financial and technical resources, EPA anticipates making multiple awards under this SOW. While EPA anticipates awarding Subtasks under a Task to different contractors, one Subtask will not be awarded to more than one contractor under any given Task. It should be recognized that the scope of work will be dynamic in nature, often requiring different types and levels of assistance. Therefore activities may require additional technical direction from the EPA TOPO. The contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified) to perform the tasks that they choose to respond to.

There will be no duplication of effort under any task/subtask within this SOW.

II. OBJECTIVE

The objective of this task order is to provide EPA's Coalbed Methane Outreach Program with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative (GMI), and specifically, the Coal Subcommittee.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has five (5) Tasks, listed and described below.

Under each Task, the Contractor should include up to three (3) hours per month to make routine updates to the International GMI Customer Relationship Management (CRM) System. The Contractor will be expected to update all activities in which they are involved, including uploading of assessment reports, training and capacity building event announcements, program updates, presenter slide presentations, workshop agendas, etc.

¹ Contractor personnel shall at all times identify themselves as contractor employees working in support of EPA's Coalbed Methane Outreach Program (CMOP), and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA or its employees. In addition, the contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

As directed by the TOPO, for each deliverable under the Tasks outlined in the SOW, the Contractor shall prepare a draft deliverable following receipt of a written **Technical Direction (TD)** from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities

Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:

Subtask 1a: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in China, Colombia and Mongolia

The contractor shall provide targeted outreach and logistical support for the GMI Coal Subcommittee, and other stakeholder activities in China, Colombia and Mongolia. EPA anticipates up to four (4) person trips under this subtask. Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities.** This support may include helping to develop detailed agendas, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips during the period of performance.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities.** The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions, or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.
- **Updating/Revising GMI Coal Subcommittee Work Products.** The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<http://www.epa.gov/cmop/international/index.html>) and on the GMI website (<http://www.globalmethane.org/tools-resources/tools.aspx#two>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

Subtask 1b: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Poland and Turkey

The Contractor shall provide targeted outreach and logistical support for GMI Coal

Subcommittee and other stakeholder activities in India, Kazakhstan, Poland, and Turkey. EPA anticipates up to four (4) person trips under this subtask. Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities.** This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities.** The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.
- **Updating/Revising GMI Coal Subcommittee Work Products.** The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<http://www.epa.gov/cmop/international/index.html>) and on the GMI website (<http://www.globalmethane.org/tools-resources/tools.aspx#two>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

Subtask 1c: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in Kazakhstan, Turkey, and Ukraine

The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Kazakhstan, Turkey, and Ukraine. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:

- **Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities.** This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.
- **Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities.** The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from

developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.

- **Updating/Revising GMI Coal Subcommittee Work Products.** The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<http://www.epa.gov/cmop/international/index.html>) and on the GMI website (<http://www.globalmethane.org/tools-resources/tools.aspx#two>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries

Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 40 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries).

For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Subtask 2a: Targeted Support to Promote CMM Project Development in China, Colombia, and Mongolia. The Contractor shall provide the following support to the TOPO to further promote CMM project development in China, Colombia and Mongolia. EPA anticipates up to two (2) person trips under this Subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- **Capacity building.** EPA may request assistance with organizing and conducting in-country technical training, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this Subtask. EPA may request the Contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote

CMM project development in that country. This might include technical and logistical support for foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions / outreach support in either China, Colombia and/or Mongolia, per TOPO direction. Total estimated travel under *Capacity Building* is up to two (2) person trips.

- **QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System.** Under this Subtask, the Contractor will be asked to QA/QC CRM project information GMI partner countries. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

Subtask 2b: Targeted Support to Promote CMM Project Development in India, Kazakhstan, Mexico, Poland, and Turkey. The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Mexico, Poland, and Turkey. EPA anticipates up to two (2) person-trips under this subtask.

- **Technical support for project development.** Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- **Capacity building.** EPA may request assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions in India, Kazakhstan, and/or Turkey, per TOPO direction. Total estimated travel under *Capacity Building* is up to two (2) person trips.

- **QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System.** Under this Subtask, the Contractor will be asked to QA/QC CRM project information in GMI partner countries. For planning purposes,

Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

Subtask 2c: Targeted Support to Promote CMM Project Development in Kazakhstan, Turkey, and China. The contractor shall provide the following support to the TOPO to further promote CMM project development in Kazakhstan, Turkey, and China. EPA anticipates up to two (2) person-trips under this subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development – such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- **Capacity building.** EPA may request assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions in Kazakhstan, Turkey, and/or China, per TOPO direction.

- **QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System.** Under this Subtask, the Contractor will be asked to QA/QC CRM project information in GMI partner countries. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

Task 3: Pre-Feasibility Studies for Global CMM Recovery and Utilization Projects, in support of GMI Coal Sector Activities

The objective of this Task is to provide EPA with technical and analytical support to advance the aims of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects. Specifically, EPA requests the Contractor to prepare up to one (1) pre-feasibility study in China (Subtask 3a) and up to one (1) pre-feasibility study in other GMI partner countries (Subtask 3b).

For each deliverable included in this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional

information gathering as required, and submit a final deliverable to the TOPO. All deliverables shall be submitted electronically to the TOPO.

This Task shall include up to two (2) international, one-person trips, and two (2) in-country, one-person trip (i.e. for local partners) – **per pre-feasibility study** - based on TOPO direction. These trips should be arranged based on overall efficiency and expediency. ***An overall trip plan for the task order must be developed and approved by the TOPO.***

For planning purposes, the contractor shall assume that an international trip would be approximately five (5) to eight (8) days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. The second trip, to present the results of the study to mine management, would be between one (1) and three (3) days in length. Following each trip, the contractor shall prepare a detailed trip report.

Biweekly conference calls are specified as a deliverable under each Subtask described below. These conference calls are intended to provide an opportunity for regular communication between the TOPO and the contractor to report on progress.

Subtask 3a. Pre-Feasibility Study for CMM Recovery and Utilization in China. The Contractor shall identify several potential host mine sites for a CMM pre-feasibility study in China and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the commitment and active engagement of the mine management. The Contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

The contractor shall then prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study must include all of the following elements:

- **Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.**
- List of all **maps, figures, tables, exhibits and appendices** in the study.
- An **Executive Summary** that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- **Introduction** section that discusses the study's objective / purpose and other relevant information.

- **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- **Assessment of available gas resources** (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of **market information**, which should include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- **Assessment of technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- **Assessment of proposed project costs** for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- **Preliminary cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- **Recommendations** section that proposes next steps in order to refine analysis and move the project forward.

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments and edits.

The contractor shall translate the final pre-feasibility study into the host language, **including relevant maps, figures and diagrams**. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<http://www.epa.gov/cmop/>).

Subtask 3b: Pre-Feasibility Studies for Global CMM Recovery and Utilization Projects (excluding China)

The Contractor shall identify several potential host mine sites for a CMM pre-feasibility study in a GMI partner country (China excluded) and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the commitment and active engagement of the mine management. The Contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

The contractor shall then prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study must include all of the following elements:

- **Title page, Acknowledgements** section, **Table of Contents**, list of **Acronyms/Abbreviations**.
- List of all **maps, figures, tables, exhibits** and **appendices** in the study.
- An **Executive Summary** that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- **Introduction** section that discusses the study's objective / purpose and other relevant information.
- **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available **gas resources** (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of **market information**, which should include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed **project costs** for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- **Recommendations** section that proposes next steps in order to refine analysis and move the project forward.

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments and edits.

The contractor shall translate the final pre-feasibility study into the host language, **including relevant maps, figures and diagrams**. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<http://www.epa.gov/cmop/>).

Task 4: Support for GMI's Efforts to Disseminate Results of the "Best Practices" Guidance Document for Coal Mine Methane Degasification, Recovery and Use

Under this Task, the Contractor shall provide support for the dissemination of the "Best Practices" guidance document on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the GMI, in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <http://www.unece.org/energy/se/cmm.html>

Under TOPO direction, Contractor may be asked to draft or edit outreach materials, or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. For planning purposes, Contractor can assume drafting/editing up to four (4) documents (i.e. Best Practices training modules or presentations).

Descriptions and copies of EPA's contribution to this effort can be found on the CMOP website: <http://www.epa.gov/cmop/international/unitednations.html>

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

Task 5: Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information

The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: <http://www2.ergweb.com/cmm/index.aspx>.

The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database.

- To the best of their ability, the Contractor, in coordination with the TOPO, will **review new and updated entries in the database**, and will approve, reject, or attempt to clarify new/updated project information on a **quarterly basis**, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval.
- This Task includes a thorough **QA/QC of the existing 200+ entries** currently in the database, to review their thoroughness and accuracy of information, as possible, based

on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. This will occur once during the period of performance.

Any changes made to the public database will then be changed within the EPA's Customer Relationship Management (CRM) System. The CRM is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created.

- This Subtask requires Contractor to develop a system that **ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa**. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM.

V. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2015. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VI. DELIVERABLE/ DELIVERY SCHEDULE

Task / Subtask	Deliverables	Due Dates
Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1c	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2a	Development/review of up to 2 technical documents	Per written technical direction from TOPO
	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion

Task 2, Subtask 2b	Development/review of up to 2 technical documents	Per written technical direction from TOPO
	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2c	Development/review of up to 2 technical documents	Per written technical direction from TOPO
	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 3, Subtask 3a	Mine selection; Draft and final study outline; Draft and final study report in English; translated final study.	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 3, Subtask 3b	Mine selection; Draft and final study outline; Draft and final study report in English; translated final study.	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 4	Draft/edit up to 4 work products	Per written technical direction from TOPO
Task 5	Updates and maintenance for International CMM Projects Database and GMI Customer Relationship Management (CRM) System	Per written technical direction from TOPO

VII. SECURITY

Unclassified

VIII. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the Contractor with any requested background information necessary to complete the task.

1X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria, **which shall be equally weighted**:

1. **Technical Approach:** Describe the overall technical approach for accomplishing this

requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.

2. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
3. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected for each Task, their relevant experience and qualifications, and their availability for the task.
4. **Price:** Propose a total price for this requirement. Describe the total price, including all labor costs, other direct costs (travel, subcontractor, materials, etc.) and total price proposed.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0019	
				10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15

The purpose of this modification is to extend the period of performance of the subject task order from 30 September 2015 to 06 July 2016, at no additional cost to the Government. All other terms and conditions remain unchanged.

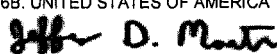
TOCOR: FELICIA RUIZ

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 09/16/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0019/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period Of Performance End Date changed from 30-SEP-15 to 06-JUL-16 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 07/06/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 112947395		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0019 10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395


Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15

The purpose of this modification is to designate the following Alternate Contracting Officer's Representative for the management of the subject task order:

Monica Shimamura
202-343-9337
shimamura.monica@epa.gov

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/10/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0019/002

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	All other terms and conditions remain unchanged. TOCOR: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 07/06/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136		(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0019	
				10B. DATED (SEE ITEM 13) 07/07/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15

The purpose of this modification is to extend the period of performance of the subject call order to 30 September 2016, at not additional cost to the Government. All other terms and conditions remain unchanged.

TOCOR: FELICIA RUIZ

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Period Of Performance End Date changed from 06-JUL-16 to 30-SEP-16

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0019/003

PAGE

OF

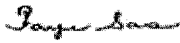
2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/07/2015 to 09/30/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 4										
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-16-00518		5. PROJECT NO. (If applicable)									
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE									
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460															
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: NA 110 HARTWELL AVENUE LEXINGTON MA 024213136				(X)		9A. AMENDMENT OF SOLICITATION NO.									
						9B. DATED (SEE ITEM 11)									
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0019									
						10B. DATED (SEE ITEM 13) 07/07/2015									
CODE 112947395		FACILITY CODE													
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS															
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted; such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase:		\$21,079.00									
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;"><u>CHECK ONE</u></td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td style="text-align: center;">X</td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>								<u>CHECK ONE</u>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties		D. OTHER (Specify type of modification and authority)
<u>CHECK ONE</u>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.														
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).														
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties														
	D. OTHER (Specify type of modification and authority)														
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)															
DUNS Number: 112947395															
Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15															
1. The purpose of this modification is to add level of effort in the amount of 130 direct labor hours and to obligate additional funding in the amount of \$21,079.00 in order for the contractor to complete the following tasks as follows: Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities. Subtask 1c: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Continued ...															
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)											
				Faye Sas											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED									
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 03/29/2016									

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0019/004

PAGE 2 OF 4

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Related Stakeholder Activities in Kazakhstan, Turkey, and Ukraine:</p> <p>a. Provide logistical and outreach support (developing presentations and materials) for the GMI Coal Subcommittee stakeholder sessions and related side meetings at the Global Methane Forum in Washington, D.C.</p> <p>Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries.</p> <p>Subtask 2c: Targeted Support to Promote CMM Project Development in Kazakhstan, Turkey and China:</p> <p>a. Capacity Building : Provide technical support for CMOP/GMI Coal Sector's upcoming policy roundtables in Astana, Kazakhstan and meetings in Karaganda.</p> <p>Note: No travel is associated with this task under this modification.</p> <p>Task 5: Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information:</p> <p>a. Review and update project entries in CRM per COR direction, and feed this information into the online GMI Coal Projects Site Map.</p> <p>b. Transfer the CMM Projects Database outdated information into a useable spreadsheet for general user download and continue to pull from CRM and update as necessary.</p> <p>c. QA/QC the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, based on publically available information, in preparation for CMOP's FY17 business planning.</p> <p>2. The task order ceiling is increased by \$21,079.00 from \$132,217.00 to \$153,296.00 and the total level of effort for this task order is increased by 130 direct labor hours, from 599 direct labor hours to 729 direct labor hours. Total obligations have increased by \$21,079.00, from \$132,217.00 to \$153,296.00, thereby fully funding this task order. Contractor incurred expenses shall not exceed the task order ceiling at \$153,296.00. The contractor exceeds at its own risk.</p> <p>3. All other terms and conditions remain Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0019/004PAGE OF
3 4NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	unchanged. COR: Felicia Ruiz Alt COR: Monica Shimamura TOCOR: FELICIA RUIZ LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: \$21,079.00 New Total Amount for this Version: \$153,296.00 New Total Amount for this Award: \$153,296.00 Obligated Amount for this Modification: \$21,079.00 New Total Obligated Amount for this Award: \$153,296.00 Alternate COR/Project Officer changed to : Monica Shimamura CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$132,217.00 to \$153,296.00 Obligated Amount for this modification: \$21,079.00 CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$132,217.00 to \$153,296.00 NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-58F4-101A46-2505-1658FC6094-001 Beginning FiscalYear 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 58F4 Program (PRC) 101A46 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1658FC6094-001 Quantity: 0 Amount: \$21,079.00 Percent: 15.94273 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0019/004

PAGE OF

4

4

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/07/2015 to 09/30/2016</p>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

10

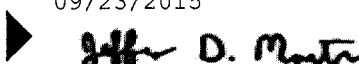
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/23/2015		2. CONTRACT NO. (If any) EP-W-10-019		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0020		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
7. TO: Dickran Babigian				c. CITY Washington	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				d. STATE DC	
b. COMPANY NAME				e. ZIP CODE 20460	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				f. SHIP VIA	
d. CITY LEXINGTON				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
e. STATE MA				f. ZIP CODE 02421	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/22/2016	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 Task Order Title: FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program This task order hereby incorporates EPA Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$138,239.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		09/23/2015	23. NAME (Typed) Jeffrey Martin TITLE: CONTRACTING/ORDERING OFFICER
--	--	------------	---

ELECTRONIC SIGNATURE

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/23/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0020
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>contract no. EP-W-10-019 terms and conditions by reference.</p> <p>The vendor shall perform in accordance with the Attachment A Statement of Work (7 pages) and the vendor's proposal dated May 18, 2015 in the amount of \$138,239.00 and 1,124 labor hours for the award of Task 1a, Task 2b, and Task 4 as follows:</p> <p>Task 1, subtask 1a: \$19,957.00 (120 hours); Task 2, subtask 2b: \$29,423.00 (90 hours); Task 4: \$88,859.00 (914 hours).</p> <p>The following approved Other Direct Costs are incorporated into the subject task order:</p> <ul style="list-style-type: none">- Travel;- Computer and Word Processing Supplies;- Telephone (Local Access);- Courier/Freight;- Graphics;- Booth shipment;- Conference Registration Fees. <p>This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$138,239.00, which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded.</p> <p>The Contracting Officer's Representative (COR) is Felicia Ruiz:</p> <p>Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov TOCOR: FELICIA RUIZ</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/23/2015	CONTRACT NO. EP-W-10-019	ORDER NO. 0020
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 09/23/2015 to 09/22/2016</p> <p>"FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"</p> <p>Award of the following Tasks:</p> <p>Task 1a - Legal / Regulatory and Other Technical Analyses;</p> <p>Task 2b - CMOP Booth Support and Maintenance Services; &</p> <p>Task 4 - CMOP Website and Electronic Services.</p> <p>Requisition No: PR-OAR-15-01107</p> <p>Accounting Info: 15-16-B-58F4-101A46-2505-1558FC5661-00 1 BFY: 15 EFY: 16 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1558FC5661-001 Funding Flag: Complete Funded: \$138,239.00</p>				138,239.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$138,239.00

STATEMENT OF WORK:

FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program (CMOP)

I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this Task Order, the EPA is requesting technical and outreach support to help identify and promote viable CMM projects in the United States.

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in the United States.

There will be no duplication of effort under any task within this SOW.

II. OBJECTIVE

The objective of this Task Order is to provide overall program technical and outreach support services for the Coalbed Methane Outreach Program (CMOP). Program services may include, but are not limited to, overall CMOP program services, as well as, regulatory, and technical analysis to support capacity building to achieve coal mine methane (CMM) emissions reductions. Specific elements under program services include technical and analytical support, outreach and capacity building support, publications and materials support, and website and model support, as outlined in the Statement of Work.

The following Tasks and Subtasks outline the scope of possible work for this Task Order. It should be recognized that the Scope of Work will be dynamic in nature, often requiring different types and levels of assistance. Therefore, many activities may require additional technical direction.

Contractor personnel shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Each Subtask shall be broken out separately in the event funds are not available or need to be reallocated to another of the Subtasks.

III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

IV. TASK DESCRIPTIONS

This task order has five (5) Tasks.

Task 1: Technical and Analytic Support

Subtask 1a: Legal / Regulatory and Other Technical Analyses; up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- Assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF – Underground Coal Mines).
- Assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

Subtask 1b: Policy / Financial and Other Technical Analyses; up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- Refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine.
- Evaluating carbon prices as incentives for coal mine methane project development in the US.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

Subtask 1c: CMM Technical Analyses (either conceptual or for a specific project); up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- Assessing technical options for gas recovery and usage in the Western United States.
- Developing case studies of successful U.S. projects or techniques.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

Task 2: Outreach and Capacity Building Support

Subtask 2a: Outreach and Technical Support for CMM/CBM Industry Events. The Contractor shall provide services related to EPA CMOP involvement in various coal and CMM/CBM technical sessions in the U.S. throughout the year. Such events may include the NACBM Forum (<http://www.nacbmforum.com/>) and the International Pittsburgh Coal Conference (<http://www.engineeringx.pitt.edu/PCC/>), among others. Contractor support shall include, but not be limited to, chairing or moderating sessions or panel discussions, addressing any site visit logistics, or other logistical issues, and developing and delivering a PowerPoint presentation at the event(s). The

Contractor may also be requested to conduct outreach to event attendees. The Contractor is expected to have demonstrated experience providing these types of services to the EPA CMOP program. Development of each deliverable, including specific deadlines, shall be based on specific, written technical direction from the TOPO.

At the TOPO's written direction, the Contractor may also be requested to contact or meet with individual coal mines or coal mining companies in the Western, Central or Eastern U.S. to determine their specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The purpose of this contact/meeting is to determine the mines' specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The Contractor may be asked to prepare up to two (2) presentations tailored to a particular mine or company.

Up to three (3), one-person, 3-to-5 day trips within the continental U.S. are anticipated under this task.

Subtask 2b. CMOP Booth Support and Maintenance Services. The Contractor may need to provide services related to EPA exhibits of outreach material at various coal and CMM/CBM technical sessions in the U.S. throughout the year. The Contractor may be required to plan, organize and execute the establishment and staffing of up to two (2) exhibit booths.

CMOP maintains one banner exhibit and one tabletop exhibit for use in marketing the Program at conferences and workshops annually. Upon technical direction from the EPA TOPO, the Contractor shall coordinate shipping, receiving, and maintenance of the CMOP exhibits/booth. Responsibilities include: (1) Arranging for shipment and receipt of the exhibits/booth (e.g., coordination with conference exhibit personnel, tracking) at various conference, workshop, and outreach venues; (2) Maintenance of the exhibits artwork, structure, and booth including repair or replacement as necessary and directed by the EPA TOPO.

At the TOPO's written direction, the Contractor may also be requested to contact or meet with individual coal mines or coal mining companies attending these industry events. The purpose of this contact/meeting is to determine the mines' specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The Contractor may be asked to prepare up to two (2) presentations tailored to a particular mine or company.

Services under this Subtask shall include up to two (2), one-person, 2-4 day trips to attend/exhibit at an industry outreach event or provide an outreach presentation to support the CMOP program.

Task 3: Publications and Materials Support

The purpose of this Task is to develop and revise a variety of marketing and outreach materials for the CMOP program, per TOPO direction. Publications may include PowerPoint presentations, memorandums on project and technology opportunities, educational brochures and pamphlets, fact sheets, web content, promotional materials, articles and papers for the trade press, and other documents. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos.

Contractor shall develop up to two (2) papers and two (2) presentations under this Task. In addition, the contractor shall develop up to six (6) outreach deliverables on a topic directed by the TOPO. These documents could include case studies, flyers, fact sheets, or general outreach production such as posters, banners, or CDs. Development of these outreach materials will be based on specific technical direction from the TOPO.

CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an as-needed basis, typically within one to two days. At the TOPOs' written direction, the contractor shall provide the TOPO with assistance in responding to up to twelve (12) public queries either in writing or verbally (as specified by TOPO).

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

Task 4: CMOP Website and Electronic Services

The CMOP website (www.epa.gov/cmop) is a significant communications and outreach tool for the Program. The Contractor shall host the CMOP website (i.e., the staging site) and update the content to ensure that the information is current and relevant for all EPA program stakeholders. Under this Task, Contractor will assume responsibility for all programming/coding associated with the CMOP website. EPA will review and approve all new content on a "staging site" before it is posted live to the CMOP website. In general, all updates/changes made to the CMOP site should be done consistent with Drupal, unless otherwise directed by the EPA TOPO.

Services under this Task include hosting the CMOP website and making updates, and also writing original copy and/or revising existing text. Examples of website maintenance may include, but are not limited to, revising the content of key sections of the site, such as the homepage, Basic Information, Accomplishments, Newsroom, etc. For this effort, the Contractor can anticipate preparing at least 15 pages of new text and revising at least 15 pages of text. More specifically, this Task will include the following activities:

1. CMOP Website Maintenance and Updates

The Contractor shall implement the following activities on the CMOP site:

- Upload new documents and updating existing resources and information per TOPO direction, including adding links, corrections and updates. For planning purposes, the Contractor should expect to upload 2 new documents and add six (6) links every month.
- Remove outdated information such as old conference dates, links, and pages websites, and work to establish cross-links from partners' web sites to the CMOP website. This should be performed routinely, once every two weeks.
- Upload the *CMM Monthly News* to the CMOP Newsroom on a monthly basis (see below).
- Make all presentations and other materials 508 compliant and upload presentations or proceedings from conferences or Subcommittee meetings. The Contractor should include the title of the presentation when naming the document rather than presentation 1, presentation 2, etc. The Contractor should expect to upload presentations from the CMOP domestic conference (approximately 20 presentations), for example.

- Coordinate, when necessary, with other NCPB Contractors to implement changes, upload documents, or changing the websites when requested. The Contractor for this task order will act as the central web coordinator.
- Based upon TOPO's written direction, Contractor shall develop content for the CMOP website (<http://www.epa.gov/coalbed/index.html>), as needed. Updates could include annual inventory numbers, the online interactive map, or links to the GHG Reporting Program Subpart FF Publication Tool. For proposal development purposes, the contractor should expect 10-15 substantive content updates to various CMOP web pages.

2. Transition and Hosting of CMOP Website

Contractor shall continue to prepare the CMOP website for the transition to Drupal. The Contractor shall be very familiar (i.e. have previous experience converting sites to Drupal) with EPA's Web Guide and specifically with the style, navigation, and technical requirements built into EPA's Drupal template as EPA's Drupal template has been built with strict requirements for styles, navigation, and treatment of photos, PDFs, and other downloadable documents. These templates will be used to implement the <http://www.epa.gov/cmop/> site. Since these requirements are stricter than previous guidelines, converting to Drupal may require a significant reorganization or redesign of the site, or workarounds to mimic current styles and functionality within the new template.

Contractor shall work with the TOPO to continue to summarize the changes/develop a strategy needed to convert the current site to Drupal. Services for this activity may also include the development of wireframes that mock up any needed changes in navigation and styles (this may be an iterative process depending on EPA staff and management review). In addition, services for this task may also include the development/mock-up of sample pages within Drupal. As needed, the Contractor shall work with the TOPO and other relevant EPA staff (e.g. Office of Environmental Information).

The Contractor shall be familiar with all EPA requirements for its website as outlined in the Web Guide and communication from the TOPO or other relevant EPA staff. Any maintenance and updates conducted on the www.epa.gov/cmop site shall be implemented in a manner consistent with the requirements in the EPA Web Guide.

3. Maintain/update mailing list and execute mailing distribution

EPA is requesting support for the management and maintenance of the CMOP Network Contacts list (<http://www.epa.gov/cmop/networkcontacts.html>), an existing feature on the CMOP website that displays contact information and company descriptions associated with about 200 self-nominated experts. The Contractor is responsible for maintenance of the Network Contacts list, the corresponding mailing list, and the email distribution of outreach material to the mailing list.

CMOP makes this outreach tool available so that industry members can identify and contact each other to further project development. Inclusion on the list does not constitute an endorsement by EPA. An individual can request to be listed as a Network Contact by signing up for the CMOP Network. The CMOP Network includes individuals with a primary interest not only in coal mine methane but also in coal, energy, mine safety, climate change, trade, technology transfer, development, and/or finance. The CMOP mailing list is maintained in an Excel spreadsheet. It

currently includes approximately 1,500 contacts names and emails. All CMOP Network members receive via email the *CMM Monthly News*.

The Contractor shall maintain the CMOP Network mailing list by regularly updating current and entering new contact information originating from at least two sources: 1) mailing list emails automatically generated by the CMOP website, and 2) business cards, conference attendee lists, and other sources provided by CMOP Program Managers. The contractor shall use a separate CMOP e-mail address (such as cmop@contractor.com) for mailing list emails in order to receive and manage them directly. Once a month, the contractor shall post the updated Network Contact list on the CMOP website. The Contractor shall deliver the Contacts Database in Excel format to the TOPO via email once every six months.

4. CMM Monthly News

The *CMM Monthly News* update is a summary that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released during the first week of each month, and includes short news articles on domestic and international CMM activities, dates for upcoming events, and recent CMM-related publications.

Contractor shall format and prepare for electronic publication up to eight (8), single-page editions of the *CMM Monthly News*. The Contractor shall develop ideas for articles that are timely, relevant, and news-worthy and a calendar of CMM-related events and publications, as directed by the TOPO. The current *News* can be found on the CMOP website:
<http://www.epa.gov/cmop/newsroom/index.html>

Contractor shall distribute the *CMM Monthly News* to the most current list of CMOP Network email addresses using the separate CMOP e-mail address. The distribution shall be conducted via email during the first week of every month, unless extenuating circumstances arise. The Contractor shall conduct appropriate QA/QC to ensure that the distributed material is not corrupted or incomplete. The Contractor shall use the Blind Copy e-mailing function so that recipients cannot identify each other. The Contractor shall establish and follow a standard format for E-mail Subject. Simultaneously, the Contractor shall also upload the current CMM Monthly News to the CMOP Newsroom website: <http://www.epa.gov/cmop/newsroom/index.html>.

Task 5: Updates to and Maintenance for the CMOP Coal Mine Methane Cash Flow Model

The Contractor shall provide support to the TOPO to review and update the CMOP Coal Mine Methane Cash Flow Model (http://www.epa.gov/cmop/resources/cashflow_model.html) and accompanying User's Manual. Updates could include U.S. cost pricing changes or other refinements. For planning purposes, Contractor should expect up to one (1) model update during the period of performance.

VII. DELIVERABLE/ DELIVERY SCHEDULE

All draft reports/deliverables shall be finalized within 5 days of the TOPO's acceptance.

The deliverable schedules are included above within each specific subtask.

Task / Subtask	Deliverables	Due Dates
----------------	--------------	-----------

Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	Up to 3 analyses	To be determined, per TOPO technical direction
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	Up to 3 analyses	To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 1, Subtask 1c	Up to 3 analyses	To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 2, Subtask 2a		To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 2, Subtask 2b		To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 3	Up to 2 papers; up to 2 presentations; up to 6 outreach deliverables; up to 12 inquiries.	To be determined, per TOPO technical direction
Task 4	Regular web updates and maintenance; Hosting CMOP website and transitioning content to Drupal; Maintaining mailing list; Up to 8 CMM Monthly News editions created and distributed.	To be determined, as needed, on an ongoing basis
Task 5	Up to 1 review and update of the CMOP CMM Financial Model and Users' Manual.	To be determined, per TOPO technical direction

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: Dickran Babigian 110 HARTWELL AVE STE 1 LEXINGTON MA 02421		(x)		7. ADMINISTERED BY (If other than Item 6) CODE	
CODE 112947395		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0020	
				10B. DATED (SEE ITEM 13) 09/23/2015	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

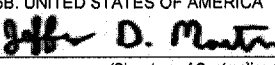
Task Order Title: FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program

The purpose of this modification is to designate the following Alternate Contracting Officer's Representative for the management of the subject task order:

Monica Shimamura
202-343-9337
shimamura.monica@epa.gov

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/10/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0020/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All other terms and conditions remain unchanged. TOCOR: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/23/2015 to 09/22/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 4		
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-16-00515		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. Attn: Dickran Babigian 110 HARTWELL AVE STE 1 LEXINGTON MA 02421				(x)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				x			10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0020
							10B. DATED (SEE ITEM 13) 09/23/2015
CODE 112947395		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$19,182.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

Task Order Title: FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program

1. The purpose of this modification is to add level of effort in the amount of 140 direct labor hours and to obligate additional funding in the amount of \$19,182.00 in order for the contractor to complete the following tasks as follows:

Task 1: Technical and Analytic Support.

Subtask 1a: Legal/Regulatory and Other Technical Analyses:

a. Assess the specific impacts of, or interpretations of the Greenhouse Gas Reporting

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 03/29/2016

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0020/002

PAGE

OF

2

4

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Program (Subpart FF ; Underground Coal Mines).</p> <p>b. Assess the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.</p> <p>Task 4: CMOP Website and Electronic Services ; Website Maintenance.</p> <p>a. Converting CMOP website to Drupal.</p> <p>b. Uploading new documents and updating existing resources and information to the CMOP website per COR direction, including adding links, corrections, and updates.</p> <p>c. Removing outdated information such as old conference dates, links, and pages websites, and work to establish cross-links from partners; web sites to the CMOP website.</p> <p>2. The task order ceiling is increased by \$19,182.00 from \$138,239.00 to \$157,421.00 and the total level of effort for this task order is increased by 140 direct labor hours, from 1,124 direct labor hours to 1,264 direct labor hours. Total obligations have increased by \$19,182.00, from \$138,239.00 to \$157,421.00, thereby fully funding this task order. Contractor incurred expenses shall not exceed the task order ceiling at \$157,421.00. The contractor exceeds at its own risk.</p> <p>3. The period of performance of this task order is extended thru 30 September 2016.</p> <p>4. All other terms and conditions remain unchanged.</p> <p>COR: Felicia Ruiz Alt COR: Monica Shimamura TOCOR: FELICIA RUIZ LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Period Of Performance End Date changed from 22-SEP-16 to 30-SEP-16 Total Amount for this Modification: \$19,182.00 New Total Amount for this Version: \$157,421.00 New Total Amount for this Award: \$157,421.00 Obligated Amount for this Modification: \$19,182.00 New Total Obligated Amount for this Award: \$157,421.00 Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0020/002PAGE OF
3 4NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alternate COR/Project Officer changed to :Monica Shimamura</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$138,239.00 to \$157,421.00</p> <p>Obligated Amount for this modification: \$19,182.00</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD</p> <p>Amount changed from \$138,239.00 to \$157,421.00</p> <p>Delivery Date changed from 09/22/2016 to 09/30/2016</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 16-17-B-58F4-101A46-2505-1658FC6091-001</p> <p>Beginning Fiscal Year 16</p> <p>Ending Fiscal Year 17</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 58F4</p> <p>Program (PRC) 101A46</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1658FC6091-001</p> <p>Quantity: 0</p> <p>Amount: \$19,182.00</p> <p>Percent: 13.87597</p> <p>Subject To Funding: N</p> <p>Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Delivery: 09/30/2016</p> <p>Delivery Location Code: OAR/OAP/CCD</p> <p>OAR/OAP/CCD</p> <p>US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-019/0020/002

PAGE OF
4 4

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 09/23/2015 to 09/30/2016				